App. F. IX-4

Previous References.
Pts 92-39-42
" 73-38-42
" 1-31-1

1941. (P.&S.)

File No. 44-40
Serial Nos. 1-4

Later References.
Pts 33-42-1-4
21-43-1-2
" 2-45 Pts 18 & 19 Pts 10-52-1-8.
Pts-53-55-2.

GENERAL AND REVENUE SECRETARIAT.

ED 1069 Pts 5
ED 330 Pts 5

Serial Nos. 4

May

Part B for ~~June~~ 42

SUBJECT.

Rules regarding issue of Stationery & Forms. and the accounts to be maintained in respect of them in General offices.

Sec 4) Jo

The Secy Press Committee
" Deputy Govt Printing
" Deputy, Of Stationery
" Comptroller
No. F. 6921-4 Dy 15-5-42

Approves the revised rules as passed by the Press Committee together with the list of Offices entitled to obtain Stationery & forms free of Charge.

16/6

No. P. 786

Encl. Two.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING IN MYSORE,
Bangalore, dated 4th Sept. 1940.

SECY. DEV. DEPT. 14 SEP 1940 GOVT. OF MYSORE

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SUPERINTENDENT, GOVERNMENT PRINTING, &
Secretary, Press Committee, BANGALORE.

To

GEN. & REV. SECTT. 16 SEP 1940 LEGL. & FOREST BRANCH.

The Secretary to Government,
Development Department, Bangalore.

SIR,

With reference to Government Order No.G.9838-92/P.& S. 73-38-2, dated 1-4-1939, directing that a hand book containing rules regarding the issue of stationery and forms and accounts to be maintained in respect of them in several offices may be printed and supplied to several offices for guidance, etc., I have the honour to state that the existing rules sanctioned in Government Order 201-60/P.& S.1-31-1, dated 8-7-1931, not being adequate and suitable for the present requirements, the question of revising the rules in conformity with the procedure followed by other Governments was placed before the Press Committee in their meeting held on 25-7-1940 and a copy of the resolution directing the Superintendent, Government Printing, to have a set of draft rules prepared immediately with the help of the Superintendent on Special Duty with the Press Committee and circulate them for the opinion of the members of the Press Committee is submitted for kind reference.

The rules approved by the Press Committee will be submitted for sanction of Government. The revision of rules is being attended to.

I have the honour to be,
Sir,
Your most obedient servant,

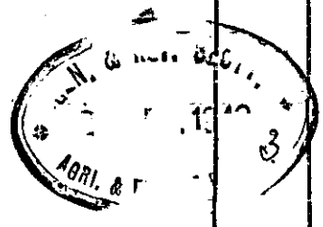
Secretary,
Press Committee.

GEN. & REV. SECTT. 26 SEP 1940 LEGL. & FOREST BRANCH.

Rules re. supply of Stationery & forms & the accounts to be kept for it

General and Revenue Secretariat | PtS File No. 44 of 1940. | [App. F. III-2

Serial No.	
2	Letter No P.C. 1393 dated 22.1.1942 from the Secy. Press Committee forwarding Draft rules relating to the Supply of Stationery & the accounts to be kept for it in Govt. Offices. The Supdt. States in para 2. of his letter that draft rules relating to supply of forms will be subd. shortly for approval. Sub' for orders if this may be awaited. A ~~draft~~ reminder has also ~~been issued~~ been issued today. (AF. 4188/Pts 2. 14/2 14/2. 14/2 3: Yes 14/2



Letter No. P.C. 1467 dated 13th March from the Secy. Press Committee forwarding for approval ~~draft~~ rules relating to the supply of forms & accounts to be kept in respect of them in Govt. offices.

Sub. The Supdt. Govt. printing was requested to print in handy book form & distribute to all offices receiving supplies, the rules regarding the issue of Stationery & forms & the accounts to be maintained in respect of them in G.O. No G. 9838-Pts 73-38-2 dated 1.4.1939. He has now submitted for approval a set of draft rules on the subject. The Press Committee have also approved these rules. List of offices entitled to obtain forms & Stationery articles free of charge & on payment are flagged C. & T. respectively.

B. (para 2)

The draft rules proposed by the

NOTE—Contn. Sheet

Rules re- Supply of Stationery & Forms & the accounts to be maintained in respect of them. 3577

Part 8. File No. 44 of 194 Q

General and Revenue Secretariat

Serial No.

Press Committee together with the list of Offices entitled to obtain the Stationery articles & forms free of charge & on payment are submitted for orders.

10x 8/4 MW 9/4

6) The revised rules as framed by the Press Committee may be approved

SECT... 13 APR 1942 ...

by 13/4

7) May be approved by Min. (S G)

14/4/42

by 14.4

14.4.

17.6.42

OFFICE OF THE ... FOR L S G & P H
Date 14.4.1942
No. 6389

17/4/42

Draft sub for approval.

10x 8/5 MW 11/5

13/5

13/5

P-70.

Orders Rules re. issue of stationery & forms
3377

General and Revenue Secretariat | P&S File No. 44 of 1940. | [App. F. III—2

Serial No. 4

To
The Secy, Press Committee
" Superintendent Govt Printing
" " Govt Stationery
" Comptroller " Govt
A.F. 6321-4 dt 15-5-42

approves the revised Rules as passed by the Press Committee together with the list of offices entitled to obtain stationery and forms free of charge

4378

Telegrams: PAPYRUS.

OFFICE OF THE SECRETARY, PRESS COMMITTEE,
GOVERNMENT PRESS,

No. P. C. 1504 *Bangalore, dated* 19th May *1942.*

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SECRETARY, PRESS COMMITTEE,
BANGALORE.

The Secretary to Government,
Development Department, Bangalore.

Sir,

3377

With reference to Government order No.A.F.6321-4/P&S.44-40-4, dated 15th May 1942, approving the revised rules for the supply, issue and accounting of Forms and Stationery in Government offices and directing the Superintendent, Government Stationery, to take further action in the matter of printing the rules in a handy form for supplying to all offices receiving the supply, I have the honour to submit for the information of Government that action in respect of Forms and Registers will be taken by the Superintendent, Government Printing as per arrangement contemplated in Government Circular No.A.F.7283-363/P&S.96-40-2, dated 14-4-1941, issuing instructions to the Heads of Departments and other officers concerned to address in future, the Superintendent, Government Printing for the supply of forms and registers and the Superintendent, Government Stationery, for the supply of Stationery required by them.

I have the honour to be,
Sir,
Your most obedient servant,

B. Krishnaswamy Chetty
20/5.

No

Subject for perusal

3/6

Printing up a hand book containing rules regarding the issue of stationery and forms and accounts to be maintained in respect of them.

- - - -

Government in their order No.G.9838-92/P.& S.73-38-2, dated 1-4-1939, directed that a hand book containing rules regarding the issue of stationery and forms and accounts to be maintained in respect of them. As the set of rules sanctioned in Government Order No.201-60/P.& S.1-31-1, dated 8-7-1931, on the recommendation of the Press Committee of 192- is not suitable for the present day requirements and as it is also mixed with rules relating to internal working of the Press, Stationery Depot and indenting offices, it is desirable to have a set of simple rules composed in a small book form. This should contain instructions regarding the preparation of indents, period of supply of forms, keeping of accounts, examination of stock, the responsibility of the stock-keeper and the head office in case of loss, periodical returns to be rendered to Government Press and Stationery Depot in respect of forms and stationery and scale of supply of stationery articles, etc. This book has to be supplied to each indenting office for guidence.

The compilation of a set of such rules has been undertaken and they will be circulated for perusal of the Committee members which after approval may be recommended to Government for being adopted provissionally since each indenting officer is pressing for the supply of a copy of the rules and also it will facilitate work in the forms branch of the printing office.

for Secretary,
Press Committee.

Copy of the Proceedings No.14 of the Press Committee, Bangalore held on 30th July 1940.

14: Read Government order No.G. 9838-92/P & S. 73-38-2, dated 1-5-1939, directing that a hand book containing rules regarding the issue of stationery and forms and accounts to be maintained in respect of them and the Superintendent's note on the subject.

Resolved that the rules framed under Government order No. G.201-60/P & S. 1-31-1, dated 8-7-1931, not being adequate and suitable for the present requirements, the Superintendent, Government Printing may urgently draft a set of rules with the help of the Special Duty Superintendent and circulate them for the opinion of the members of the Press Committee.

M Mangaiah
Secretary
for Press Committee and Supdt
to Govt Printing

PS 44-40-2

No. P. C. 1393

Encl. Copy of resolution and Revised stationery rules with appendices in duplicate.

GEN. REV. SEC'T. AGRI. & FOREST BRANCH.

2642 A Fr.

OFFICE OF THE SECRETARY, PRESS COMMITTEE.
GOVERNMENT PRESS,

Bangalore, dated 19th January *194* 2.
22

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SECRETARY, PRESS COMMITTEE,
BANGALORE.

P&S

SEC. 23 JAN 1942

To

The Secretary to Government,
Development Department, Bangalore.

SIR,

Subject: Draft Rules relating to supply of Stationery and the accounts to be kept for it in Government Offices.

- - - -

B

With reference to Government Order No.G.9838-92/P&S. 73-38-2, dated 1st April 1939, directing that a hand-book containing the Rules regarding issue of Stationery and Forms and the accounts to be maintained in respect of them may be printed and supplied to all offices, &c., I have the honour to state that draft sets of revised Rules relating to Stationery and to forms, incorporating the latest orders and conforming to the existing procedure, were placed before the Press Committee on their meetings held on the 8th and the 19th November 1941, and passed with certain modifications. A set of revised Rules in duplicate relating to supply of Stationery and the accounts to be kept in respect of the supplies, as modified by the Press Committee, along with the existing rules for purposes of comparison together with a copy of the resolution on the subject is herewith submitted for obtaining the approval of Government. One copy of the rules may be kindly returned to this office for reference. BKS

2 Revised Rules relating to supply of Forms will be submitted shortly for approval.

3 The hand-book will be printed at the Government Press after the rules are approved by Government, and copies distributed to indenting officers.

I have the honour to be,
Sir,
Your most obedient servant,

20/1/42

Secretary,
Press Committee.

DRS.

Extract of Resolution No.4, passed in the Press Committee meeting held on the 19th November 1941.

- - - -

* * *

4. Read draft rules relating to the supply of Stationery and accounts to be kept, as approved by the Committee in their meeting held on 8-11-1941, and resolved that the same be forwarded to Government for sanction after making necessary alterations in respect of leaving certain minor matters regarding the supply to the discretion of the Superintendent, Government Stationery Depot.

* * *

" C o p y "

Secretary, 20/1/42
Press Committee.

DRS/16-1-42.

RULES FOR SUPPLY OF STATIONERY ARTICLES TO SEVERAL OFFICES AND ACCOUNTS TO BE MAINTAINED IN RESPECT OF THEM.

Existing rules for supply of stationery articles.

1. All the stationery for ~~xxxxxx~~ Public Offices will be supplied from the Mysore Government Stationery Depot at B'lore. A list of articles supplied by Stationery Depot showing the departments for which they are provided will be found in Appendix A.

2. The Superintendent of Stationery has no authority to add to or substract from these lists wihout the orders of Government.

3. No articles whatever of Stationery which are included in Appendix A, shall be obtained for public use by local purchase by any officer entitled to indent without the previous sanction of Government.

Powers and duties of the Superintendent of Stationery and of officers receiving supply.

1. All the Stationery for Public Offices will be supplied from the Mysore Government Stationery Depot at Bangalore. A list of articles supplied by the Stationery Depot showing the departments for which they are provided will be found in Appendix A. It shall be the duty of the Superintendent, Government Stationery to bring to the notice of Government any serious instances of neglect or breach of the rules of Stationery by any officer.

2. The Superintendent of Stationery has no authority to add to or substract from these lists wihout the orders of Government.

3. All Stationery stores required for use in Government offices or institutions should be obtained on indent (in form No.Appendix Bi or Bii) on the Superintendent of Stationery. Local purchase of stationery articles, supplied by the Stationery Depot, without the sanction of Government is strictly prohibited.

Note:- Heads of Departments are authorised to purchase or sanction purchase of stationery articles locally up to a limit of Rs.20/-, in cases where the supply from the Depot is not received or is exhausted.

4. Indents for stationery articles shall ordinarily be made only once ~~in~~ a year in form Appendix Bi; for small supplies form No.App.Bii may be used. These forms may be obtained from the Superintendent, Government Printing with the indents for common forms. No duplicate copy of indents need be prepared but an office copy may be kept.

5. In respect of the articl for which no standard allowance has been fixed, the indent shal ordinarily be based on the aver of the actuals of the last 3 y

years (which must be given in detail in the indent) preceding that in which the indent is forwarded. No demands in excess of the average will ordinarily be complied with unless full particulars of increase of work or staff are furnished on the indent.

6. The Superintendent of Stationery shall bring to the notice of Government any instances of excessive demand or unusual expenditure which are not satisfactorily explained in the indent.

7. Each indent should contain the number of Gazetted, non-Gazetted Executive and Ministerial officers attached to the office. Permanent and Temporary posts (with period of sanction) should be given separately As the details furnished in the statement are the only means of check in the office of the Superintendent of Stationery for regulating the supply of articles on fixed scale, accuracy is essential.

4. A list of officers authorised to indent on the Stationery Depot and obtain their supplies free of charge is given in Appendix "B".

8. A list of officers authorised to indent on the Stationery Depot and obtain their supplies free of charge and the officer by whom such indents are to be countersigned is given in Appendix Ci or Cii.

9. Indenting officers have to send the indents direct to the Superintendent of Stationery on or before the dates fixed for them. (Appendix D_1). But officers whose names appear in the list (Appendix C2) should send their indents through the countersigning officers noted against them.

5. Appendix "C" attached contains a list of officers who are entitled to obtain supplies from the Stationery Depot on payment (book adjustment).

10. Appendix Ciii; contains a list of officers who are entitled to obtain supplies from the Stationery Depot on payment (book adjustment).

6. Any other officers requiring articles from the Stationery Depot (whether by payment or free of charge) shall obtain the provious sanction of Government.

11. Any other officers requiring articles from the Stationery Depot (whether on payment or free of charge) shall obtain the previous sanction of Government.

12. Charges incurred in transmiting stationery articles to several moffussil stations, as well as delivering them locally are to be met out of the contingent grant of the offices concerned. The Superintendent of Stationery is authorised in all such cases to book

book packets by Railway "To pay", except in the case of Taluk Offices and the Government Branch Press, Mysore.

13. Appendix Civ shows a list of officers grouped as a unit for purposes of indent and supply of stationery in each department, the nearest Railway Station to which packages of Stationery will be sent by the Superintendent and the officers responsible to clear them and send them to indenting officers concerned, the cost of freight and delivery charges being borne by the respective offices, except in the case of Taluk offices.

14. The Superintendent of Stationery is authorised to call for stock and issue books of any office from time to time in order to satisfy himself that these books are uniformly and properly maintained and return them to the offices concerned as early as possible.

7. Annual estimates are not required, but when an unusually large consumption of any articles or paper in any particular official year is anticipated in any department the head of that department should report the circumstances to Government and with their sanction intimation not later than 1st May of the previous official year should be given to the Superintendent of Stationery stating the articles required.

15. Annual estimates are not required, but when an unusually large consumption of any articles ~~are~~ paper in any particular official year is anticipated in any department the head of that department should report the circumstances to Government and with their sanction intimation not later than 1st May of the previous official year, to the Superintendent of Stationery stating the particulars of Stationery articles required with quantity.

16. Appendix Di indicates the details of programme of receipts of indents, supply from the Stationery Depot and the period for which the supply is to be used in the several departments.

17. Proposals to open new offices submitted to Government for sanction should invariably contain the cost of stationery articles required for use in the proposed office.

8. Officers should be careful to indent for only as many blank books as are absolutely necessary stating fully the purpose for which they are required. (The sizes and kinds of paper for such blank books are specified Appendix A).

18. Officers should be careful to indent for only as many blank books as are absolutely necessary stating fully the purpose for which they are required.

19. Utmost care is to be exercised in preparing indents for stationery

stationery particularly in respect of articles to be supplied periodically. It is also necessary to verify the actual stock on hand with reference to requirements included in the indents.

20. Appendix Dii, part I and II, contains list of (1) articles issued on a fixed scale and (2) those that are issued for stated periods, respectively. Where the standard allowance has been fixed, nothing in excess of the standard allowance shall be indented for. Articles issued for stated periods, shall not be renewed until the expiry of the period prescribed for their use and even then shall only be renewed when the old articles are returned and on a certificate signed by the indenting officer to the following effect:-

"I hereby certify that the .... included in the indent is/ are required to replace ..... which was/were supplied in the year ..... and that I have personally ascertained that the ..... has/have worn out by fair usage".

In exceptional cases, when the old ones are lost after fair usage, a certificate ~~xkax~~ to that effect from officers may be accepted and the new ones issued by the Superintendent of Stationery.

21. Appendix Dii, part III contains list of articles which are not consumed by use and may ordinarily be expected to last for an indefinite period. No fresh supply of these articles will be made or their renewal permitted without sanction of Government.

22. Before indenting for any article mentioned in Appendix Dii, part II and III which has been lost or damaged or destroyed, a report of the fact shall be made by the officer to the Head of the Department, who will investigate into the matter and fix the responsibility for the loss or damage, or recover the value of the articles contained in Part III, as the case may be and forwarded a copy of his order to the indenting officer for being sent along with the indent to the Superintendent of Stationery. In the case of articles contained in part III, sanction of Government is necessary to re-place them if the cost of lost articles is not recovered.

23. Any balance of stationery due on indents which has not been issued by the close of the supply year for which they ~~are demanded~~ were indented for, shall lapse.

9. A standing list (appendices D and d1) containing names of all offices to which stationery is supplied with names and quantities of each article of stationery to be supplied shall be maintained in the Stationery Depot and the annual supplies shall be made in accordance with this list (for the preparation of the standing list in the first instance, the following subsidiary instructions are issued.)

(1) The Superintendent of Stationery shall prepare a list on the basis of the average consumption of the previous three years preceding the 30th June 1929-30.

(2) Extracts from this list shall be sent to each head of the office concerned and also extracts of list relating to all subordinate offices to the heads of departments in other than the Revenue Department and to the Deputy Commissioner in the Revenue Department.

(3) The head of the office shall on receipt of the extract, verify his actual requirements with the supplies as calculated by the Superintendent of the Stationery Depot and indicate the quantities shown in excess of requirements and also quantities required in excess of that allowed by the Superintendent. When quantities in excess of the Superintendentis figure are claimed, the data on which such claim is made shall be stated in detail. (Only the establishment as sanctioned by Government shall be taken into account for fixing the scale.)

(4) The extract with this memo of additions and deductions shall be submitted to the Head of the Department or the Deputy Commissioner, as the case may be who shall scrutinise the same & sanction of the final standing list in consultation, if necessary, with the Superintendent of Stationery and communicate it to him and the head of the office concerned.

(5) Whenever a new office is created under the sanction of Government or when an existing office is

24. In special circumstances supplementary indents for articles considered necessary, may be sent through the head of the department with full reasons.

25. A standing list in the form of Appendix E for each office to which stationery is supplied, with names and quantities of articles of stationery to be supplied as per sanctioned scale shall be maintained in the stationery Depot and may be corrected and kept to date with reference to annual indents or with reference to Government orders received from time to time. This list will be the guide for passing annual indents with the least possible delay and quantities in excess of those noted in the standing lists shall on no account be supplied without special sanction of Government.

14

is abolished, intimation shall be given to the Superintendent of Stationery, who shall make the necessary correction to the standing list, the standard of requirements being fixed by him in consultation with the Head of the Department or the Deputy Commissioner concerned.

10. On the 15th of July of every year, a list showing the actual quantities consumed in the previous year, of xx each kind of stationery article shall be posted to the address of the Superintendent of Stationery.

OMIT

11. The actual consumption of all articles of stationery in each year shall be totalled and shown in the xxxx Issue Register of each office and a certified copy of this total shall be furnished each year to the Superintendent of Stationery.

OMIT

12. Supplies shall be made to all the offices in xx rotation in the months specified against each office in the standard list.

26. Supplies shall be made to all the offices in rotation in the month specified against each office noted in Appendix D1.

13. Supply of articles not specified in Appendix A, shall be made only with the previous sanction of Government and in accordance with Government Order No.G.2805-7/G.M.7-7, dated 19th November 1904 and G.O.No.G.5040-9/G.M. 142-07-5, dated 26th February 1908, authorising the Superintendent to make small purchase for casual supplies.

OMIT

14. Appendix E, contains lists of articles issued on a fixed scale and such as are issued for stated periods. The former class of articles shall only be complied with within the scale prescribed. The second class of articles shall not be issued until after the period to which they are required to last has expired and then only after the old articles are returned to the Stationery Depot as per Government order No.G.25240-300/ P&S.75-18-4, dated 8th May 1919, and if the article is not available for return, only on being furnished with a certificate in the following form:-

OMIT

"I certify that I have personally ascertained that the articles have been actually lost or worn out by fair usage or destroyed by excusable accident."

15. It shall be incumbent on indenting officers to see that articles of periodical issues are issued to subordinates, only in exchange for such as have become unserviceable or can be satisfactorily accounted for.

OMIT

16. All such articles as are lost or broken must be replaced at the expense of the party through whose carelessness the loss or injury may have arisen.

17. All old and unserviceable articles should be sold by public auction and the proceeds credited to Government, the particulars being intimated to the Superintendent of Stationery.

18. The Superintendent of Stationery shall give intimation to the officers in Bangalore City of the dates on which the supplies will be issued from the Depot.

19. The officers in Bangalore will on the date ~~of~~ fixed for each of them, depute a responsible person to attend the Depot and to take charge of the supplies. The name and designation of the person so deputed shall be entered in the authority that may be granted to him by the head of his office to receive the supply. Objections if any, must be made before the supplies are removed from the Depot. Bottles, boxes, etc., lent for convenience of removal of their contents from the Depot must be returned.

20. In case of other offices the Superintendent of Stationery shall advise the officer concerned when and how his supply of stationery and forms has been despatched noting particularly the address, which shall have been furnished previously of the destination to which it has been consigned. Should there be any error in the address so notified or should the consignment not reach its destination in due course, the receiving officer shall, in communication with the Superintendent of Stationery, immediately take the necessary steps for the correction of the mistake.

21. On arrival of the supplies, the reciving officer shall have the packages placed in a dry and properly protected place. They shall then be opened at once and the contents verified with the invoice in the presence of the receiving officer of of some one appointed by him, who shall certify to the fact at the foot of the indent. The indent shall then be signed and immediately transmitted to the Superintendent of Stationery with details of any missing articles.

OMIT

27. All old and unserviceable articles should be sold by public auction and the proceeds credited to Government, the particulars being intimated to the Superintendent of Stationery.

28. The Superintendent of Stationery shall give intimation to the officers in Bangalore City of the dates on which the supplies will be issued from the Depot.

~~29.~~ 29. The officers in Bangalore will on the date fixed for each of them, depute a responsible person to attend the Depot and to take charge of the supplies. The name and designation of the person so deputed shall be entered in the authority that may be granted to him by the head of his office to receive the supply. Objections if any, must be made before the supplies are removed from the Depot. Bottles, boxes, etc., lent for convenience of removal of their contents from the Depot must be returned.

30. In case of mofussil offices it is the duty of the indenting officer to send his indents on due dates directly or through the countersigning officer to the Superintendent of Stationery, who will arrange to despatch the articles and intimate the fact on or before the dates fixed to each office. Should there be any error in the address so notified or should the consignment not reach its destination in due course, the receiving officer shall, in communication with the Superintendent of Stationery, immediately take necessary steps for the correction of the mistake.

31. On arrival of the supplies the receiving officer shall have the packages placed in a dry and properly protected place. They shall then be opened at once and the contents verified with the invoice in the presence of the receiving officer or of some one appointed by him, who shall certify to the fact at the foot of the packing memo. The invoice shall then be signed and immediately transmitted to the Superintendent of Stationery with details of any missing articles.

The transmissiong of the receipt must not be delayed pending reference to the Stationery Depot regarding xx the short or excess delivery which should form the subject of separate correspondence.

22. In the unavoidable absence of the Head of the office the packages shall be opened by the Shristedar, Manager or Head Clerk and the certificate shall be signed by the officer who supervises the opening of the packages and countersigned by the head of the office.

23. Compaaints as to the quantity of supplies received shall be xxxxx accompanied by one average sample of the article in question duly attested by the complaining officer as being part of the supply furnished by the Stationery office on the specified date, particulars as to the marks on the articles on the covering of the packages being also reported. To prevent fradulent substitution of other than Government supplies, such complaints can only be admitted when preferred within three days of the opending of the case or package. When the receiving officer may have reason to consider that the packing has been improperly or carelessly performed (whether actual injury has resulted therefrom or not), he may intimate the same, mentioning reasons for his opinion with suggestions for future preventions; and in cases of damage in transit, the cause thereof which may be apparent should be communicated.

The transmission of the receipt must not be delayed pending reference to the Stationery Depot regarding the short or excess delivery which should form the subject of separate correspondence.

If the weight shown in the Railway receipt does not agree with the actual weight of the packages or package is in any way damaged, the indenting officer will take open delivery and compare the contents with the invoices. In this case the shortage can be claimed from the Railway authorities.

Note:- The articles should be checked within 5 days from the date of receipt of the packages and action taken as indicated above.

~~22.~~ ~~Commxxxx~~ 32. In the unavoidable absence of the head of the office the packages shall be opened by the Shristedar, Manager or Head Clerk and the certificate shall be signed by the officer who supervises the opening of the packages and countersigned by the head of the office.

33. Complaints as to the ~~quantity~~ quality or quantity of supplies received shall be accompanied by one average sample of the article in question duly attested by the complaining officer as being part of the supply furnished by the Stationery office on the specified date, particulars and as to the marks on the articles on the covering of the packages being also reported. To prevent fradulent substituion of other than Government supplies, such complaints can only be admitted when preferred within three days of the opening of the case or package. When the receiving officer may have reason to consider that the packing has been improperly or carelessly performed (whether actual injury has resulted therefrom or not), he may intimate the same, mentioning reasons for his opinion with suggxxxxx gestions for future preventions; and in cases of damage in transit, the cause thereof which may be apparent should be communicated.

34. Short receipts reported to the Superintendent of Stationery shall be noted in the register maintained in the office of the Superintendent of Stationery under the following heads:-

(1) Name of article, (2) Quantity, (3) Cost (4) Remarks.

24. Packing cases such as boxes or gunnies received from the Stationery Depot shall be sold and the proceeds credited to Government under (Stationery Receipts.).

35. Packing cases such as boxes or gunnies received from the Stationery Depot shall be sold and proceeds credited to Government under"Stationery Receipts".

Straw boards and covers of old registers set apart for destruction should be preserved and disposed of under the instructions of the Superintendent of Stationery. Straw boards should not be cut to waste or thrown away and those used for pasting notices, printed charges plans, sketches of trees, animals, maps and those used for files should not permanently be discarded until they become thoroughly unfit for any use.

25. Whenever the provisions of these rules have not been strictly observed, the officer at fault shall be held responsible for the value of all articles lost or damaged on that account.

36. Whenever the provisions of these rules have not been strictly observed, the officer at fault shall be held responsible for the value of all articles lost or damaged on that account.

26. The stores of Stationery received from the Stationery Depot should be placed in charge under lock and key of either the Shristedar, the Head Clerk or the Manager of the Office.

37. The stores of Stationery received from the Stationery Depot should be placed in charge, under lock and key of either the Shristedar, the Head Clerk or the Manager of the Office. Supplies to office staff should be made only on indents signed by Heads of Sections, who should see that there is no misuse of Government Stationery.

27. Three separate books Appendices F & F1 and (I) one showing the receipts, another showing the issue of stationery and the third showing periodical issues of Stationery shall be maintained in each office.

38. Three separate books Appendices F,G and H; one showing the receipts, another showing the issue of stationery and the third showing periodical issues of stationery shall be maintained in each office.

The value of deficiencies occasioned by excusable accident or other similar circumstances may be written off the accounts up to Rs.5/- in all by the Superintendent of Stationery, the value of deficiencies in excess of Rs.5/- Jiftonly being dealth with under orders of Government.

If the deficiencies are due to carelessness of the staff in not following the rules of packing, the value must be made good by the staff.

28. Each supply of stationery shall immediately on receipt, be entered in the receipt book and issues posted into it from the issue register every month regularly.

29. Each item of issue entered in the issue register shall be attested by the Clerk taking it. The issues shall be totalled up on the last day of each month and carried to the receipt book and b balance x struck. The books shall be examined and initialled once a month by the head of the office. The balance as shown in the book shall be verified with the actual balance in hand once in a quarter by the ministerial head, and annually in July by the Head of the office, when intimating the stock and total of issues to the Superintendent of Stationery.

30. Any wilful wastage or extravagande on the part of the subordinates using stationery which may be apparent to the Shcristedar, Manager or Head Clerk of an office should be brought immediately to the notice of the head of the office.

31. The receipt and issue registers maintained in any office may at any time be called for by the Superintendent of Stationery for examination.

39. Each supply of Stationery shall immediately on receipt, be entered in the receipt book F and issues posted into it from the issue register, G, or H every month regularly.

40. Each item of issue entered in the issue register shall be attested by the Clerk xx taking it. The issues shall be totalled up on the last day of each month and carried to the receipt book and balance struck. The books shall be examined and initialled once a month by the head of the office. The balance as shown in the books shall be verified with actual balance in hand once a quarter by the ministerial head, and annually in July by the head of the office. Quarterly and annual stock verification certificates should be sent by all indenting officers to the Superintendent of Stationery on or before the 5 th of the month following the stock-taking. The Superintendent of Stationery will submit to Government names of offices who have failed to submit stock certificates on or before the end of the month in which they are due. Excess found in stock should be brought on to account and the matter intimated to the Superintendent of Stationery and the value of any deficiency should be made good immediately and the fact also intimated to the Superintendent.

41. Any wilful wastage or extravangance on the part of the subordinates using stationery which may be apparent to the Shcristedar, Manager or Head Clerk of an office should be brought immediately to the notice of the head of the office.

42. The receipt and issue registers maintained in any office may at any time be called for by the Superintendent of Stationery for Examination.

42a. When an indenting office finds xx that any article supplie by the Stationery Office has not be used or is not likely to be used for the purpose for which it was obtained or is likely to deterio s. before coming to use, he shall w out delay report the matter to t Superintendent of Stationery wi particulars of the date of supp and the circumstances under whi was indented for and dispose it under the instructions of the Superintendent.

43. When an article of stationery becomes damaged or is found missing the officer to whom it was supplied on indent shall endeavour to trace the cause of damage or loss and report the fact through the proper channel to the head of the Department, who will investigate the matter, recover the value of the article if the loss or damage was due to carelessness or neglect of rules or write the value off the accounts if irrecoverable as indicated in Rule 22.

44. Exchange of stationery articles is forbidden and requisitions from officers for such exchange shall not be considered unless:

(1) The article proposed to be returned was issued from the Stationery Office for use during the year in which application is made.

(2) It has not deteriorated since issue.

(3) There are special grounds for the exchange which should be stated.

45. When articles have been supplied from the Stationery Office to Temporary Establishments, the officer to whom they were supplied shall before the completion of the work, forward proposals to the Superintendent of Stationery for the disposal of the articles and the Superintendent shall issue such instructions as he may consider necessary.

46. Inter-Departmental supply of stationery articles is strictly prohibited. The Superintendent of Stationery will arrange to inspect all offices to which stationery articles are supplied at least once a year and submit the report of inspection to Government and Heads of Departments for information.

29.1.42

Secretary,
Press Committee.

Bangalore,
Dated 8th January 1942.

DRS.

APPENDIX A.

Rule 1.

Articles supplied by the Stationery Office and the Department for which they are provided.

Sl. No.	Description of articles.	Department for which it is provided.	Remarks.
1.	Imitation Hand-made, 12 lbs, or superior quality printing paper.	For printing certificates of the University, Sannads, etc.	
2.	Tub-size, Cream Wove, highly glazed 28 lbs, or superior quality printing paper.	To print letter forms for of the Palace, Huzur Secretary, Dewan and Members of Council, Secretaries to Government and certain Heads of Departments.	
3.	Cover paper (40 and 60 lbs.)	Press for printing covers for Bulletins, educational books and registers, etc.	
4.	Glazed Tinted Cover paper 40 lbs.		
5.	M.G-Pressings of different tints, 40 and 60 lbs.		
6.	Art cover paper of different tints, 40 and 60 lbs.		
7.	White Cartridge, 40 & ~~50~~ 45 lbs.	For printing Comptroller's Disbursement registers, and for examinations for drawing purposes.	
8.	Imitation Art paper 56 lbs.	For printing Educational books and illustrations.	
9.	Baskerville Note-paper	To print letter heads and envelopes for Palace, Huzur Secretary, Dewan and Members of Council.	
10.	- do - Envelopes		
11.	Carrara Note paper	- Do - - do -	
12.	-do- Envelopes.		
13.	Asoka Blotting paper 38 lbs.	To be supplied for the Palace, Huzur Secretary, Dewan and Members of Council.	
14.	Blotting paper, pink, 30 lbs.	General supply.	
15.	Typewriting paper, thick 5 lbs.	- Do -	
16.	- do - thin 2½ lbs.		
17.	- do - Carbon papers.		
18.	Ink Carbon paper.		
19.	Pencil Carbon paper.		
20.	Cream-laid 32 lbs.	Press for printing forms and registers.	(For records to be preserved (for 12 years (or more.
1.	Cream-laid (Usual quality)	- Do - - do -	
2.	- do - 24 lbs.		
3.	~~- do -~~ ~~15 lbs.~~		

Sl. No.	Description of articles	Department for which it is provided.	Remarks.
23.	Cream-laid, 15 lbs.	Supplies to Courts for writing ~~m~~ judgment.	
24.	Cream-laid foolscap, Draft 10 lbs.	General supply.	
25.	Cream-laid foolscap, Draft ~~14~~ ~~16~~ lbs.	Supplies to be made for the Local Examinations.	
26.	Printing single Royal 23 lbs.	Press for printing registers and forms and blank books.	
27.	-do- double demy 36 lbs		
28	-do- -do- Crown 30 lbs		
29.	-do- -do-foolscap20 "		
30.	-do- -do- -do- 16 "		
31.	Printing Double Foolscap (rough) 14 lbs to 18 lbs.	For printing Gazette.	
32.	Brown Cartridge, super royal 30 lbs.	General supply for cover and packing.	
33.	- do - ~~- do~~ - ~~20~~ 18 lbs.	Press for printing forms and registers.	
34.	Badamy Royal 16 lbs.	Press for printing forms.	
35.	-do- Demy 14 lbs.	General supply.	
36.	-do- Double foolscap 16 lbs.	Press for printing forms.	
37.	-do- Cartridge 30 lbs.	- do - - do -facing sheets of files for Secretariats. ~~Do~~ general supply.	
38.	-do- foolscap ~~14~~ 10 lbs.		
39.	Colour papers, 20 lbs.	Press for printing P.W. forms, Forest receipt books, etc.	
39(a)	~~Do~~ — — 14 lb.	~~Do~~ ... ~~Do~~	
40.	Drawing paper, double elephant.	Public Works, Railways and other departments where necessary.	
41.	Drawing paper, Imperial.		
42.	Section paper, Demy.		
43.	Tracing paper.		
44.	Graph paper.		
	STATIONERY ARTICLES.		
45.	Steel Pen Nibs.	General supply.	
46.	Pen holders.	- Do -	
47.	Needles.		
48.	White tape, English.		
49.	Red tape, -do-		
50.	Blue tape, whollen.	Palace, Huzur Secretary, Dewan and members of Council.	
51.	Thabalak thread.	General supply.	
52.	Thread white.	- Do -	
53.	Blue Black ink powder.		
54.	Red ink powder.		
55.	Black lead pencils.		

Sl. No.	Description of articles.	Department for which it is provided.	Remarks.
56.	Copying pencils.	Secretariat and other Departments where necessary.	
57.	Coloured pencils, red and blue.	For Gazetted officers.	
58.	Blotting pads.	- do - - do -	
59.	India Rubber.	General supply	(Once in 2 years.
60.	Pen-knives.	For Gazetted Officers.	(do- 4 -do-
61.	Scissors.	- do - - do -	(do- 4 -do-
62.	Green Baize.	- do - - do -	(do- 4 -do-
63.	Candles.	General supply.	(do- 4 -do-
64.	Ink glasses, metal cap.	- do -	
65.	Candle sticks.	- do -	(will be issued at the rate of one per head of office and one for every full set of 5 clerks subject to a maximum of four candle shades for any one office.)
66.	Bakelite ink stands.	General supply.	66. once for all
67.	Rulers.	- Do -	67. — do —
68.	Finger printing apparatus.		
69.	Typewriter ribbons.		
70.	Paper Weights.	Gazetted Officers.	
71.	Cotton tags.	Secretaries and Heads of Departments.	
72.	Liquid Gum bottles.	- do -	One bottle per annum.
73.	Gloy or Grip fix gum bottles.	- do -	- do -
74.	Long cloth. (ordinary) (a) — do — Superior	Press and Survey Departments for mounting maps.	
75.	Straw boards.	For Press & Secretariat.	
76.	Paste -do-	(	
77.	Card -do-	) Press and Bureau of Vital	
78	Ivory -do-	(statistics costing Rs.40/-.	
79.	Color -do-	)	
80.	Cloth lined boards.	(	
81.	Ivory cards, double large.	) Press for printing special	
82.	-do- Envelopes	) invitation cards.	
83.	Blue black ink jars.	.. Secretariats and Heads of Departments.	
84.	Cloth lined paper.	Press.	
85.	Envelopes, demy.	) Secretariats and Heads of	
86.	-do- foolscap.	) Departments.	
87.	-do- Chit.	General supply.	

Sl. No.	Description of articles.	Department for which it is provided.	Remarks.
88.	Crow Steel pens.	(	
89.	Mapping pens.	) Public Works, Railways and	
90.	Ink and pencil erasers	(other departments ~~where~~	
91.	Metalic note-books.	) where necessary.	
92.	Sponges.	Public works, Railways, Archaeological, Stamp, Survey and Press Departments.	
93.	Tracing cloth.	)	
94.	Drawing pencils.	(	
95.	Drawing pins	) Public Works, Railways and	
96.	Artists' Glasses.	(other departments where	
97.	Sable Hair Brushes.	) necessary.	
98.	Stencil Brushes.	(	
99.	Country tape, white.	) Press for preparing file	
100.	~~Crimson Lake~~ - do- Red.	(boards.)	
101.	Crimson Lake.	Public Works, Railways and other Departments where necessary.	
102.	Emerald green	)	
103.	Gamboge.	(	
104.	Indian Ink	)	
105.	Litho ink fine	(	
106.	Prussian blue	)	
107.	Burnt Sienna	(	
108.	Cobalt Blue	) - Do - - do -	
109.	Light red.	(	
110.	Neutral tint	)	
111.	Vermilion.	(	
112.	Yellow ochre	)	
113.	Stencil ink.	(	
114.	Brown Ochre.	)	
115.	Blue Royal	(	
106.	Burnt Umber.	)	
117.	Carmine	(	
118.	Carmine Lake.	)	
119.	French Ultra Marine.	(	
120.	Flake white.	) - Do - - do -	
121.	Indigo.	(	
122.	Indian red.	)	
123.	Lake (Moist)	(	
124.	Lamp black (moist).	)	
125.	Madder.	(	
126.	Oragge.	)	
127.	Purple.	(	
128.	Raw Sienna.	)	
129.	Sepia	(	
130.	Scarlet lake	)	
131.	Venetian red.	(	
132.	Blank ~~Order~~ book of 2 qrs.	General supply.	
133.	Quarto book.	- do -	
134.	Octavo book.	- do -	
135.	File book.	- do -	
136.	Paper fasteners.	Secretariats and Heads of Departments.	

Sl. No.	Description of articles.	Department for which it is providdd.	Remarks.
137.	Saucers.	Public Works, Railways and other departments where necessary.	
138.	Cyclostyle Impression paper.	General supply.	
139.	Cyclostyle ink tube.	- do -	
140.	Stencil paper, (Typewriting) "Wax".	- do -	
141	- do - Handwriting (wax)	- do -	
142.	~~Thumb impression~~ Self Inking pads.	- do -	

x x x

Bangalore,
Dated 10th January 1942.

Secretary,
Press Committee.

DRS.

x x x

143	Printing Royal 32 lbs.	}	Press for printing registers and forms and blank books
144	Printing Double Demy 48 lbs.		
145	—do— Demy 24 lbs.		
146	White Printing Double F.C 28 lbs.		
147	Badami cartridge 38 lbs.	}	Press for printing Facing sheets of files for secretariat.
148	—do— Double F.C 28 lbs.		
149	Marble paper Royal —	—	Press for covers & blank books and registers
150	Featherweight white paper	—	for special book works
151	White cartridge Royal 40 lbs.		
152	—do— Double crown boles		
153	—do— Royal (lesser wt.)		
154	—do— Double Crown (—do—)		
155	steno books	}	general supply
156	steno pencils		

APPENDIX B (1) Rule 3

FORM OF ANNUAL INDENTS FOR STATIONERY ARTICLES.

Indent for Stationery for the year from the 1st

194 , to the 30th/31st 19

For the office of the-

and offices subordinate thereto
(To be filled in by the indenting officer)

I hereby certify that the stock of stationery articles has been examined on and

(1) that every item of stationery received up-to-date either from the Stationery Office or from any other source has been properly accounted for;

(2) that the actuals agree with the quantity shown as balances in the stock book;

(3) that no officer or other Government servant has been supplied during the period with any article in excess of the scale sanctioned for him in respect of periodical articles, and in respect of all other articles, that he has not been supplied in excess of actual requirements;

(4) that every issue has been acknowledged by the recipient in the issue book and has been made only on demand;

(5) that acknowledgment has been duly obtained for every article issued to the other offices;

(6) that all balances shown in old stock books have been correctly brought forward in the new stock book;

(7) that paper is duly accounted for in the stock books in reams of 500 sheets;

(8) that no articles liable to deterioration have been kept in stock for long periods without issue; and

(9) that I have obtained similar certificates from my subordinate officers.

II. I further certify that this indent has been carefully prepared in my office with reference to the rules regarding the (preparation of indents for stationery) and that the stationery indented for is absolutely necessary.

No. of Gazetted Officers.
No. of Non-Gazetted executive officers.
No. of - do - ministerial officers
No. of mutchis, etc.

The Exact addresses to which the articles have to be despatched

By Railway to goods
By Railway parcel

Number
Date
Station

Head of account to which the issues should be charged in the account if the cost has to be paid for

Nearest Railway Station
(----------)
) Department

Signature and designation.

(To be filled in by the countersigning officer)

Countersigned:- The quantities passed by me have been entered in column (11

Number
Date
Station.

Signature and Designation.

Name of article indented for as given in Appendix I.	Actual consumption of the three supply years preceding that in which the indent is made.			Average annual consumption as per details in columns 2 to 4	Actual consumption in the current year up to the date of indent.	Balance on hand on date of indent.	Probable requirements for the remaining months of the supply year.	Probable opening balance of the supply year for which the indent is made
	194.	194 .	194					
1	2	3	4					

PAPERS. ~~Foolscap~~

1. ~~Abbrelaid~~, foolscap 15 lb. quad
2(a) Cream ~~wove~~ laid foolscap, 10 lbs.
(b) Badami single -do- 10 lbs.
3. Brown cartridge royal 30 lb.
4. Badamy Demy 14 lb.
5. Typewriting paper (thick).
6. - do - (thin)
7. -do- carbon paper.
8. Blotting paper.

~~9x~~

BLANK BOOKS.

9. ~~Printing foolscap~~ Blank books 2 qrs.
10. -do - quarto 1 "
11. -do- Octavo ½ "
12. File books.

STATIONERY ARTICLES.

13. Steel-pen nibs No.
14. -do- holbers "
15. Needles "
16. White tape skeins
17. Thread white reals
18. Sealing wax sticks, I grade
19. Candles No.
20. Black ink ~~xxxxx~~ powder packs.
21. Red - do -
22. Black lead pencils No.
23. Coloured pencils. "
24. Blotting pads "
25. India rubber. "
26. Cotton tags. "
27. D.O. Covers.

~~28xxTxWxxxxibbonxx~~
~~22. Remington~~ ~~No.~~
~~29~~

T.W. RIBBONS.

28. Remington No.
29. Oliver "
30. Underwood. "
31. L.C. Smith. "
32. Corona. "
33. Pencil carbon papers.
34. Pen - do -
35. Shorthand note books.
36. Phono pencils.
37. T.W. Stencil paper.
38. H.W. - do - ink
39. Cyclostyle ~~full~~ tubes.
40. Thablak thread.
41. Sealing wax III grade.
~~42. Badamy single foolscap.~~

* serial no. in Appendix A.

Quantity passed by the countersigning officer.	To be filled in by the Stationery office.		Remarks
	Quantity passed by the indent branch.	Quantity actually issued by stores.	
	12	13	14

25

V.6

INSTRUCTIONS FOR PREPARING THE ANNUAL INDENT FOR STATIONERY.

1. Indents should be sent to the Stationery Office strictly in accordance with the dates prescribed in the table of supply appended to rule 16 of the Stationery Manual.

2. Articles not printed in this indent form (but included in Appendix A) ~~to~~ to which the indenting officer is entitled should be indented for in accordance with rules and all items in the indent should be serially numbered.

3. The actual consumption of all articles in the three previous years (preceding that in which the indent is made) whether indented for or not, together with the balances on hand on the date of indent shall be shown in the columns provided for the prupose.

4. Articles supplied on a fixed scale and for stated periods and those expected to ~~xx~~ last for a number of years, should be claimed ~~xx~~ ~~xxxxxxxxxxxxxxxxxxxxxxxx~~ in accordance with rules.

5. The term 'all articles' referred to in paragraph 3 of the instructions includes also articles supplied on a fixed scale and for specific and indefinite periods and as such the consumption under these should also be shown in the indent.

6. A list of surplus stocks should be sent along with the indent, if there be any, and if not a nil statement should be sent. For this purpose articles of stationery remaining in stock for over a year should be considered~~x~~ as surplus unless there be any good reason to treat them otherwise.

7. Indents not in accordance with the above instructions and not furnished in time will not be complied with by the Superintendent of Stationery.

Date of receipt of indent by indent Clerk.

Date of receipt of indent by Store-keeper.

Name of ~~paper~~ packer deputed to pack the consignement.

Date of return of indent ~~TO THE~~ Accounts Section

Sanctioned as per entries in column (1) with the following remarks:-

Sub-Assistant Supt. of Stationery.

ISSUED

Description of package	Number of packages.
1. Full bales.	
2. Made up cases.	
3. Gunny rolls.	
4. Other items.	

Stationery Office,
Dated ..... 194 .

Secretary
Press committee
Dms 13/12

25

-- ~~APPENDIX B-II.~~ -Rule 3 ---

Supplementary Indent for Stationery required for the office of

for the supply year ending 194 .

(To be filled in by the Indenting Officer).

Number

Date

Head of account to which issues should be charged in the accounts. | Department.

The exact address to which the articles have to be despatched. | (a) By Railway parcel To

| (b) By post To

Place .....

Date .....

Signature and Designation.
of indenting officer

(To be filled in by the Countersigning officer)

Number

COUNTERSIGNED:- The quantities passed by me have been entered in Column 8 of the indent and are recommended for supply. The articles are absolutely necessary for use before the date fixed for compliance with the next annual indent and cannot be spared either from my own stock or from that of any other office under my control. I consider the explanation given for the failure to make proper provision in the last annual indent satisfactory/~~satisfactory~~ unsatisfacory and due notice has been taken of the conduct of the offi responsible.

Station .....

Date .....

(Signature)

(Designation)

.....

.....

Nomenclature of the article according to Appendix I of the Stationery Manual.	Quantity on hand at the beginning of the supply year.	Quantity received for the supply year.	Total of columns 2 and 3.	Actual expenditure up to date.	Quantity now claimed.	Explanation for the demand with reference to rules.	Quantity passed by the Countersigning officer.	To be fill Station Quantity passed b the indent branc
1	2	3	4	5	6	7	8	9

.....

... .

. ....

..... .

tion .....

" .....

in by the Office.	Remarks.
Quantity actually issued by stores.	
10	

Signature and
Designation.

NUMBER OR INDENT.

Date of receipt of indent by indent clerk.

When reply received.

Date of receipt of indent by store-keeper.

Date of return of indent to the Accounts section.

Sanctioned as per entries in column 9, with the following remarks:-

Sub-Assistant Supt. of Stationery.

Reference on indent No. ..... dated .....

Description of packages	Number of packages

Stationery office .....

Dated 194 .

Secretary
Press Committee

APPENDIX C 1. Rule 8

LIST OF OFFICES ENTITLED TO OBTAIN FORMS AND STATIONERY FREE OF CHARGE.

I. General Administration.

1. General and Revenue Secretariat.
1. Public Works Secretariat.
1. Krishnarajasagara Secretariat.
1. Railway Secretariat, Bangalore.
1. Revenue Commissioner. (II. Revenue).
9. Deputy Commissioners of Districts.
24. Revenue Assistant Commissioners and Sub-Division Officers.
82. Amildars and Deputy Amildars of Taluks and Sub-Taluks.
1. Muzrai Commissioner.

III. Judicial.

1. Registrar, High Court of Mysore, Bangalore.
3. District and Session Judges.
9. District Magistrates.
5. Subordinate Judges.
2. City Magistrates.
1. Special Magistrate, Kolar Gold Fields.
41. Munsiffs.
1. Government Advocate.
9. Public Prosecutors.
17. Special Second Class Magistrates.
12. Special First Class Magistrates.
46. Benches of Honorary Magistrates.

IV. Jails.

1. Inspector-General of Prisons.
2. Superintendent of Jails.
8. Officers (District Magistrates) in charge of Lock-ups.

V. Police.

1. Inspector-General of Police.
21. District Superintendents of Police and Assistant Superintendents of Police, including Railway and C.I.D.
1. Special Superintendent of Police, Kolar Gold Fields.
1. Principal in charge of Police Training School.

VI. Survey.

1. Superintendent, Mysore Revenue Survey and Settlements.
7. Assistant Superintendent and Sub Assistant Superintendents of Revenue Survey.
1. Superintendent, Mysore Revenue Survey, Record of Rights.
8. District Survey Officers.

VII. Accounts.

1. Comptroller.
1. Officer in charge of the State Huzur Treasury, Bangalore.
8. Treasury Officers.
9. Circle Audit Officers

VIII. Palace.

1. Private Secretary to His Highness the Maharaja of Mysore.
1. Huzur Secretary to His Highness the Maharaja of Mysore.
1. Private Secretary to His Highness the Yuvaraja of Mysore.
1. Superintendent, Fern Hill Palace.

IX. Public Works.

1. Chief Engineer of Mysore, Bangalore.
1, Chief Engineer, Krishnarajasagara Works, Bangalore.
2. Superintending Engineers.
20. Executive Engineers.

X. Forest.

1. Chief Conservator of Forests in Mysore, Bangalore.
1. Conservator of Forests, Shimoga.
10. District Forest Officers.
8. Forest Sub-Division Officers.
1. Working Plan Officer, Bangalore.
1. Officer-in-charge of Forest Surveys.
1. - do - of Game and Tiger preserves.
1. Sandal Spike Investigation Officer.
1. Officer-in-charge of Elephants.

XI. Excise.

1. Excise Commissioner in Mysore, Bangalore.
5. District Excise Officers.
9. Assistant Commissioners, Excise Branch.

XII. Stamps.

1. Commissioner of Stamps in Mysore, Bangalore.
1. Superintendent of Stamps in Mysore, Bangalore.
1. Superintendent of Stamp Manufactory, Bangalore.

XIII. Medical and Health.

1. Senior Surgeon in Mysore, Bangalore.
1. Director of Health in Mysore, Bangalore.
1. Sanitary Engineer, Bangalore.
1. Superintendent, Government Medical Stores, Bangalore.
1. Superintendent, Mental Hospital, Bangalore.
1. Medical Officer in charge of Victoria Hospital, Bangalore.
1. Medical Officer in charge of Krishnarajendra Hospital, Mysore.
9. District Medical Officers.
1. District Medical Officer, ~~Kix~~ Kolar Gold Fields.
1. Superintendent, Vaccine Institute, Bangalore.
1. Lady Medical Officer, Vani Vilas Hospital, ~~Mysore~~. ~~Bangalore~~
1. Lady Medical Officer in charge of Maternity Hospital, Robertsonpet, Kolar Gold Fields.
1. Superintendent, Minto Ophthalmic Hospital, Bangalore.
2. Medical Officers in charge of Jails, Bangalore and Mysore.
2. District Health Officers, Shimoga and Mysore.
1. Medical Officer, Princess Krishnajammanni Tuberculosis Sanatorium, Mysore.
3. Medical Officers, E.D. Hospitals, Bangalore, Mysore and Kolar Gold
1. Medical Inspector of Girls' Schools, Bangalore. (Fields.
1. Medical Officer, Mysore Troops Station Hospital, Bangalore.
1. Medical Inspector of Schools, Mysore.
1. Superintendent, Public Health Institute, Bangalore.
1. Medical Inspector of Government Schools, Bangalore.
1. Health Officer in charge of Malaria and Rural Health Unit, Mandya.
1. Technical Officer, Vital Statistics.

XIV. Education.

1. Director of Public Instruction in Mysore, Bangalore.
1. Financial Assistant to the Director of Public Instruction, Bangalore.
3. Deputy Directors of Public Instruction, Bangalore and Mysore and of Elementary Education.
1. Principal, Ayurvedic College, Mysore.

9 Head Masters, District Normal Schools.
Assistant Inspectors of Education.
Head Masters of High Schools.
1. Principal, Government Training College, Mysore.
9. District Educational Officers.
5. Superintendents, Government Industrial Schools.
7. Assistant Inspectors of Urdu Education.
1. Assistant Inspector of Kannada Education, Bangalore.
1. Inspectress of Girls' Schools, Shimoga and Kolar.
1. Superintendent, School of Engineering, Bangalore.
2. Principal, Sanskrit College, Bangalore and Chamarajendra Sanskrit College, Mysore.
1. Head Mistress, Vani Vilas Institute, Bangalore.
2. District Inspectors of Urdu Education.
1. Assistant Inspector of Sanskrit Schools.
1. Head Mistress, Maharani's High School, Mysore.
3. Assistant Inspectresses of Kannada Girls' Schools, Mysore, Hassan and Tumkur.
1. Assistant Inspectress of Hindustani Girls' Schools, Mysore.
1. Medical Inspector of Primary Schools, Bangalore and Mysore.
1. Assistant Inspectress of Girls' Schools, Shimoga and Kadur.
1. Superintendent, Women's Training College, Mysore.
1. Superintendent, Sanskrit Schools, Bangalore.
1. Secretary, Board of Sanskrit Studies and Examinations, Mysore.
1. Secretary, Local Examinations Boards, Bangalore.
~~1. Superintendent, Government Central Book Depot, Bangalore.~~

XV. Geological.

1. Director, Department of Geology.
1. Chief Inspector of Mines in Mysore, Oorgaum.

XVI. Registration.

1. Inspector-General of Registration in Mysore, Bangalore.
2. District Registrars.

XVII. Industries and Commerce.

1. Director of Industries and Commerce in Mysore, Bangalore.
4. Superintendents of Industries and Commerce.
1. District Weaving Demonstrator, Mysore.
1. Weaving Inspector in charge of Government Weaving Institute, B'lore.

XVIII. Co-operative Societies.

1. Registrar of Co-operative Societies in Mysore, Bangalore.
1. Deputy Registrar of Co-operative Societies, Bangalore.
6. Assistant Registrars of Co-operative Societies.

XIX. Income-tax Department.

1. Commissioner of Income-tax in Mysore, Bangalore.
9. Deputy Commissioners of Income-tax.
23. Income-tax Officers.

XX. Agriculture.

1. Director of Agriculture, Bangalore.
9. Assistant Directors of Agriculture.
1. Economic Botanist, Department of Agriculture, Bangalore.
1. Agricultural Chemist, Bangalore.
1. Agricultural Engineer, Bangalore.
1. Vice-Principal in charge of Hebbal Farm, Bangalore.
1. Vice-Principal in charge of Agricultural School, Bangalore.
1. Entomologist, Department of Agriculture, Bangalore.
1. Mycologist, Department of Agriculture, Bangalore.

XXI. Meteorological.

1. Meteorological Reporter to Government, Bangalore.
7. Meteorological Observers.

XXII. Sericulture.

1. Superintendent of Sericulture in Mysore, Mysore.

XXIII. Government Gardens.

1. Director of Horticulture, Bangalore.
1. Superintendent, Government Gardens, Bangalore.

XXV. Veterinary Department.

1. Superintendent, Civil Veterinary & Live Stock Department, Bangalore.
1. Officer in charge of Serum Institute, Bangalore.
4. District Veterinary and Live Stock Officers.

XXVI. Military Department.

1. Chief Commandant, Mysore State Troops, Bangalore.
1. Commandant, Mysore Transport Corps, Bangalore.
1. Superintendent, Hessarghatta Grass Farm, Hessarghatta.
1. Financial Assistant to Chief Commandant, Bangalore.
1. Superintendent, Government Stud Farm, Kunigal.

XXVII. Representative Assembly and Legislative Council, B'lore.

1. Secretary, Representative Assembly and Legislative Council, B'lore.

XVIII. Joint Stock Companies.

1. Registrar of Joint Stock Companies, Bangalore.

XXIX. Museum.

1. Superintendent, Government Museum, Bangalore.

XXX. Miscellaneous.

1. Superintendent, Government Printing, Bangalore.
1. Superintendent, Government Stationery, Bangalore.
1. Asst. Superintendent, Government Branch Press, Mysore.
1. Secretary to the Board of Management, Mysore Local Service and Pleaders' Examinations, Bangalore.
1. Special Land Acquisition Officer, Krishnarajasagara.
1. Kannada Translator to Government, Bangalore.
1. Organising Commissioner, Boy Scouts, Bangalore.
1. Asst. Organising Commissioner, Boy Scouts, Bangalore and Mysore.
1. Secretary, Stores Purchase Committee, Bangalore.
1. Secretary, Industrial Research Board.
1. Publicity Officer, Bangalore.
1. Commissioner of Workmen's Compensation, Bangalore.
1. Consulting Architect, Bangalore.
1. Census Superintendent in Mysore, Bangalore.
1. Director of Archaeological Researches in Mysore, Mysore.
~~1. Secretary, Stores Purchase Committee, Bangalore.~~
1. Superintendent, Govt. Book Depot, Bangalore.

XXXA.

3. Health Training Centres.
1. Superintendent, Adidravada School Hostel, Kolar.
1. Superintendent, Adikarnataka High School ~~for~~ Hostel, Hassan.

Secretary,
Press Committee.

Dated 13th Jan. 1942.

DRS.

APPENDIX C II. Rule 8

Name of Officers whose indents require countersignature.

Sl. No.	Department.	Office.	Countersigning officer.
1.	Revenue Department.	Asst. Commissioners & Sub-division Officers. Amildars, Deputy Amildars of Taluks and Sub Taluks. Land Acquisition Officer (spl).	Deputy Commissioners.
2.	Survey Department.	Asst. Supts of Survey, Dist. Survey Officers.	Superintendent of Land Records.
3.	Forest Department.	Dist. Forest Officer, Working plan officers, Veterinary officers (officer in charge of Elephants) Game preserve officer.	Chief Conservator of Forests.
4.	Income-tax -do-	Asst. Commissioners of Income-tax, Bangalore and Mysore City and Sub Divisions.	Deputy Commissioner of Income-tax or Deputy Commissioner.
5.	Excise -do-	District Excise Officers, Distillery Officers.	Deputy Commissioners.
6.	Stamps -do-	Superintendents of Stamps and Stamp Manufactory.	Commissioner of Stamps.
11.	General Administration.	Government House.	Private Secretary to H.H.the Maharaja.
12.	General Administration.	District Try. Officer.	Deputy Commissioner in charge.
13.	Muzrai.	Vedamahapatasala.	Muzrai Commissioner
16.	Stationery and Printing.	Central Book Depot, Gazette, Stationery Office, Govt. Branch Press, Mysore.	Superintendent, Government Printing.
18.	Courts.	All Sub Judges, Munsiffs, City Magistrates. All first class second class and thrid class Magistrates' courts including Bench and Village Munsiff's Courts.	Registrar, High Court of Mysore.
19.	Jail Department.	District Jails and Lock-ups.	Dist. Magistrate.
20.	Police, -do-	Dist. Superintendent and Asst. Supts. of Police including Reserve and Railway.	~~Dist Magistrate~~ Inspector-General of Police.
21.	Medical -do-	Superintendent, Medical Stores, Supt., Mental Hospital, Dist. Medical Officers, Chemical Examiner, P.K.T.S. Mysore, E.D. Hospital, Mysore and Bangalore. Medical Inspector of Schools.	Senior Surgeon.

22. Public Health Dept.	Dist. Health Officers. Supt. Vaccine Institute, Officer in charge of Health Training Centre, Supt, Public Health Institute, Technical Officer, Vital Statistics.	Director of Health.
23. Irrigation Department.	Hill Station.	Director of Horticulture.
26. Education -do-	Head Masters of High Schools and normal schools, Asst. Inspector of Education, Dist. Educational Officers, Financial Asst. to the D.P.I. Industrial School.	Director of Public Instruction D.E.O D.P.I. Dr. of Ind. & Commerce.
	Aurvedic College,	Muzrai Commissioner.
	Secretary, Local Examinations Board, Superintendent, Sanskrit College.	Director of Public Instruction.
27. Agriculture -do-	Dist. Agrl. Officers, Dist. Veterinary Officers, Veterinary and Live Stock Supt., Agrl. Institutions, Engineering Section. All other Scientific Sections ..... Department.	Director of Agriculture.
	Superintendent of Gardens and other officers. Superintendent Government Museum.	Director of Horticulture.
	Sericulture Department.	Director of Ind. and Commerce.
28. Industries and Commerce.	All Subordinate Officers other than the Director's Office.	- Do -
29. Co-operation.Dept.	Deputy and Asst. Registrars.	Registrar of Co-operative Societies.
31. Army.	Cavalry and Infantry Units, Transport Corps Hessarghatta Grass Farm, Stud Farm, Military Stores.	Chief Commandant
2. Palace.	Supt. Fern Hills.	(Huzur Secretary.
3. Meteorological Office.	Observers.	(Superintendent.
. Other offices.	Publicity Office.	(Chief Secretary.

Bangalore,
ed 13th Jan. 1942.

Secretary,
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APPENDIX C III. Rule 10

List of officers and offices entitled to obtain Stationery on payment.
(Book Adjustment)

1. Mysore University.	For printing work done or Stationery supplied.	(G.O.No.G.6367-89/ P&S.65-23-3, dated the 14th Feb.1925).
2. Office of the Mysore State Life Insurance.	- Do -	
3. The Electrical Dept.	- Do -	
4. Mysore Railways.	- Do -	
5. All Factories and Workshops of the Industries and Commerce Department.	- Do -	
6. The Bhadravati Iron and Steel Works.	- Do -	
Miscellaneous Offices like:-		
7. Public Libraries of Bangalore and Mysore.	For Stationery supplied.	
8. Agricultural Dept.	Agricultural Calendar and special Bulletins and Pamphlets printed.	
9. Education Department.	For Text-books printed and stationery supplied for local examinations.	
10. Local Boards and Municipalities and such other offices and institutions as may be specially included.	When they send any work ~~for stationery supplied~~.	
Military Dept.	For Stationery supplied.	
Sandal Oil Factory.	- Do -	- do -
Village Panchayat Work in Taluk Offices and Record of Rights work, in Taluk and Sub-Registry Offices.	- Do -	- do -
Govt. Porcelain Factory.	- Do -	- do -
Exhibition Committee.	- Do -	- do -
Supt. Govt. Soap Factory.	- Do -	- do -
Seed Depot & the Gardens Dept.	Do	Do

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APPENDIX C IV. Rule 13

Sl. No.	Name of Dept. to which stationery is sent.	Ry. station to which to be sent
	KADUR DISTRICT.	
1.	The Deputy Commissioner, Kadur Dt., Chikmagalur.	Chikmagalur Out Agency.
2.	" - Do - Excise Branch, "	
3	" - Do - Income-tax, "	Chikmagalur.
4	" Asst Commissioner, "	-do-
5.	" Sub Division Officer, Excise Branch, "	-do-
6.	" Dt. Magistrate, Kadur Dt. "	-do-
7.	" Dt. -do- In-charge Lock-ups. "	- do -
8.	" Asst. Commissioner of Income-Tax "	-do-
9.	" Dt. Registrar, Kadur District. "	-do-
10.	" Dt. Forest Officer, "	-do-
11.	"Asst. Commissioner, Tarikere Sub-Dn., Tarikere.	Tarikere Ry. Stn.
12.	The Sub Division Officer, Excise Branch, "	-do-
13.	" Sub-Asst. Conservator of Forests, Govt. Sandal Koti & Timber Depot, "	-do-
14.	" Income-tax officer, Tarikere Sub- Dn. "	-do-
15.	" Dt. Medical Officer, Kadur Dt., Chikmagalur.	Out Agency.
16.	" Munsiff, Narasimharajpura.	N.R. Pura.
17.	" Chairman, Debt Conciliation Board, Tarikere.	Tarikere Ry. Stn.
18.	" - do - Chikmagalur.	Chikmagalur Out Agency.
19.	" Asst. Inspector of Urdu Education, "	- do -
20.	" -do- Education, Kadur.	Kadur Ry. Stn.
21.	" -do- " Chikmagalur.	Out Agency.
22.	" -do- Narasimharajpura.	N.R. Pura.
23.	" Dt. Ednl. & School Board Officer, Kadur Dt. "	Chikmagalur Out Agency.
24.	" Head Master, Govt. High School, Chikmagalur.	-do-
25.	" Superintendent, Govt. Industrial School, "	-do-
26.	" Asst. Sanitary Inspector, Malaria Control Unit, Sakrepatna.	Kadur Ry. Stn.
27.	" Manager, Cattle Breading Station, Ajjampur.	Railway Stn.
28.	" Health Officer, Station for the Study of Malaria, Mudigere.	Kadur.
29.	" The Tester of Weights & Measures, Kadur Dt. "	Chikmagalur Out Agency.
30.	" Chairman, Bench Magistrate, Court, Chikmagalur.	-do-
31.	" Munsiff, Chikmagalur.	-do-
32.	" Spl. Second Class Magistrate, Tarekere.	Tarikere Ry. Stn.
33.	" Spl. First Class Magistrate & Sub-Judge, Chikmagalur.	Out Agency.
34.	" Executive Engineer, Kadur Dn., Chikmagalur.	-do-
35.	" Asst. Director of Agriculture, -do-	-do-
36.	" Deputy Commissioner, Treasury Department, Chikmagalur.	-do-
	CHITALDRUG DISTRICT.	
1.	The Deputy Commissioner, Chitaldrug.	Chitaldrug.
2.	" - do - Excise Branch, Chitaldrug.	-do-
3.	" -do- Income-tax, -do-	-do-
4.	" Revenue Sub-Division Officer, "	-do-
5.	" Asst. Commissioner, Davangere Sub-Dn., Davangere.	Davangere.
6.	" - do - D.I.T. Chitaldrug - do Chitaldrug.	Chitaldrug.
7.	" Dt. Treasury Officer, Chitaldrug.	-do-
8.	" Income-tax Officer, Davangere.	Davangere.
9.	" Dt. Registrar, Chitaldrug Dt., Chitaldrug.	Chitaldrug.
10.	" Dt. Medical Officer, "	-do-
11.	" Deputy Commissioner, Rural Water Supply Section,	-do-
12.	" District Forest Officer, Chitaldrug.	-do-
13.	" Tester of Weights and Measures, -do-	
14.	" Executive Engineer, -do-	-do-
15.	" Meteorological Observer, -do-	-do-
16.	" Munsiff, -do-	-do-

(*) The Deputy Commissioner, Chitaldrug.

17.	The Munsiff, Davangere.		Davangere.
18.	" First Class Magistrate,	Davangere.	-do-
19.	" - do -	Chitaldrug.	Chitaldrug.
20.	" Second Class Magistrate,	-do-	-do-
21.	" Dt. Lock-ups,	-do-	-do-
22.	" Superintendent, Govt. Industrial School,	-do-	-do-
23.	" Asst. Inspector of Education,	Davangere.	Davangere.
24.	" - do- Urdu Edn.,	Chitaldrug.	Chitaldrug.
25.	" - do - Education,	Hosdurga.	Hosdurga Road Ry.Stn.
26.	" - do -	Challakere.	Chitaldrug.
27.	" - do -	Chitaldrug.	-do-
28.	" Dt. Ednl. Officer & School Board Officer,	-do-	-do-
29.	" Head Master, Govt. High School,	Davangere.	Davangere.
30.	" -do-	Chitaldrug.	Chitaldrug.
31.	" Health Officer, Malaria Station,	Hiriyur.	-do- Ry.Stn.
32.	" Dt. Sanitary Officer,	Chitaldrug.	-do-
33.	" Manager, Babbur Farms, Hiriyur.		-do-
34.	" Asst. Dr. of Agriculture,	Chitaldrug.	-do-
35.	" Dt. Magistrate, Chitaldrug.		-do-
36.	" Asst. Sanitary Inspector, Yenia worm works Unit,	Chitaldrug.	-do-
37.	" Executive Engineer, Chitaldrug (for the use of the (New Parasuramapur Sub-Division).		-do-

SHIMOGA DISTRICT.

1.	The Deputy Commissioner, Shimoga District,	Shimoga.	Shimoga.
2.	" -do-	Excise Branch, "	-do-
3.	" -do-	Incharge "	-do-
4.	" District Treasury Officer,	"	-do-
5.	" Asst. Commissioner, Shimoga Sub Division.	"	-do-
6.	" - do - of Income tax	"	-do-
7.	" District Magistrate, Shimoga Division.	"	-do-
8.	" -do- Registrar, Shimoga District.	"	-do-
9.	" -do- Forest Officer, Bhadravathi	"	Bhadravathi
10.	" Asst. Commissioner, Channagiri Sub-Division	"	-do-
11.	" Asst. Commissioner, Sagar Sub Division,	Sagar.	Sagar.
12.	" Dt. Magistrate, Bus Section,	Shimoga.	Shimoga.
13.	" Dt. Forest Officer,	Sagar.	Sagar
14.	" Conservator of Forests,	Shimoga.	Shimoga.
15.	" Ex. Engineer, Anjanpur Division,	Anjanpur.	Shimoga Ry. Stn.
16.	" Sub-Division Officer, Income-tax Branch,	Bhadravathi.	Bhadravathi.
17.	" Officer I/C Wood Preservation Plant,	-do-	-do-
18.	" District Forest Officer,	Shimoga.	Shimoga
19.	" Officer I/C of Forests (For the use of the Training School).		-do-
20.	" Officer I/C War Board supply (For the use of the)		-do-
21.	" -do- of Govt. Saw Mills, Timber Depot and Sandal Koti,	Shimoga.	-do-
22.	" Asst. Inspector of Education,	Shimoga.	-do-
23.	" - do - Urdu -do-		-do-
24.	" - do- Education,	Shikarpur Range(Honnali)	-do-
25.	" -do-	Tharthahalli.	-do-
26.	" -do- Kannada -do-	Channagiri.	Holalkere.
27.	" -do- Sagar Range,	Sagar.	Sagar.
28.	" Head Master, Government High School,	Shimoga.	Shimoga.
29.	" Superintendent, Intermediate College,	-do-	-do-
30.	" Dt. Educational Officer,	-do-	-do-
31.	" Superintendent, Government Industrial School,	Shimoga.	-do-
32.	" - do -	-do- Sagar.	Sagar
33.	" Special First Class Magistrate,	Shimoga.	Shimoga.
34.	" District Judge,	-do-	-do-
35.	" Special First Class Magistrate,	Sagar.	Sagar.
36.	" Munsiff,	Shimoga.	Shimoga.
37.	" Special Second Class Magistrate,	Shimoga.	-do-
38.	" Superintendent, Sub Jail,	-do-	-do-

39.	The Munsiff, Sagar.	Sagar.
40.	" Public Prosecutor, Shimoga.	~~-do-~~ Shimoga
41.	" Chairman, Debt Conciliation Board, Sagar.	-do-
42.	" Deputy Commissioner, Rural Water Supply Setction, Shimoga.	
43.	" Asst. Registrar of Co-operative Societies, Shimoga,	Shimoga.
44.	" Superintendent of Industries, Shimoga.	-do-
45.	" Health Officer, Jog Falls Malaria Unit, Jog.	Talaguppa Ry. Stn.
46.	" District Health Officer, Shimoga.	Shimoga.
47.	" Superintendent, Power and Lighting, Bhadravathi.	Bhadravathi.
48.	" Purchase Officer, Mysore Iron & Steel Works, "	-do-
49.	" Executive Engineer, Jog Falls Project, Hiribhsagar.	Talaguppa Ry.Stn.
50.	" Asst. Director of Agriculture, Shimoga.	Shimoga.
51.	" - do - (for the use of Kaleroga Section).	-do-
52.	" Executive Engineer, Shimoga Division, Shimoga.	-do-
53.	" Superintending Engineer, Shimoga Circle, "	-do-
54.	" Executive Engineer, Jog Falls Project, Jog.	Talaguppa Ry. Stn.
55.	" Supprintending Engineer, Jog Falls Project, Hiribhasga.	-do-

HASSAN DISTRICT.

1.	The Deputy Commissioner, Hassan District, Hassan.	Hassan.
2.	- do - Try. Dept. "	-do-
3.	- do - Exeise Branch, "	-do-
4.	-do- of Income-tax, "	-do-
5.	- do - Tester of Weights & Measures,	-do-
6.	- do - I/C of Lock-ups, "	-do-
7.	" Sub Division Officer, Hassan Sub Division. "	-do-
8.	- do - Excise Branch, "	-do-
9.	- do - -do- Saklespur.	Hassan Ry. Stn.
10.	" Asst. Commissioner of Income-tax, -do-	-do-
11.	" Income-tax Officer, Hassan.	-do-
12.	" Health Officer, Malaria Control Unit, Belur.	-do-
13.	" Executive Engineer, Hassan.	-do-
14.	" - do - Project Section, No.II, -do-	-do-
15.	" Superintendent, Government Industrial School,-do-	-do-
16.	" Warden, Adi-Karnataka High School,Hostel, Hassan,	-do-
17.	" Dt. Education Officer, -do-	-do-
18.	" Head Master, Government High School, -do-	-do-
19.	" Asst. Inspector of Education, -do-	-do-
20.	" -do- Urdu Edn. -do-	-do-
21.	" -do- of Education, Saklespur.	-do-
22.	" -do- -do- Hole-narsipur.	Hole-narsipur Ry.St
23.	" -do- Arsikere.	Arsikere Ry. Stn.
24.	" Munsiff, Hassan.	Hassan Ry. Stn.
25.	" -do- Hole-narsipur.	Hole-narsipur "
26.	" -do- Magistrate,(Ex-officio 1st Class Magistrate,	Hassan Ry.Stn.
27.	" District Magistrate, Hassan.	-do-
28.	" Special First Class Magistrate, -do-	-do-
29.	" Ex-officio Special First Class Magistrate, Saklespur.	-do-
30.	" Chairman, Bench of Magistrate, -Hassan.	-do-
31.	" -do- Arsikere.	Arsikere Ry. Stn.
32.	" - do - Channarayapatna.	Hassan Ry. Stn.
33.	" - do - Saklespur.	-do-
34.	" District Medical Officer, Hassan.	-do-
35.	" - do - & Sanirary Officer, "	-do-
36.	" District Forest Officer, -do-	-do-
37.	" Meteorological Observer, -do-	-do-
38.	" Asst. Registrar of Co-operative Societies, -do-	-do-
39.	" District Registrar, -do-	-do-
40.	" Senior Asst. to Director of Agriculture, -do-	-do-

TUMKUR DISTRICT.

1.	" Asst. Commissioner, Excise Branch, Tumkur,		Tumkur.
2.	" Superintendent, Intermediate College,	Tumkur	-do-
3.	" Deputy Commissioner, Tumkur District,	-do-	-do-
4.	" - do - Treasury Department,	-do-	-do-

5.	The Superintendent, Government Stud Farm, Kunigal.	Tumkur Ry.Stn.
6.	" Deputy Commissioner I/C Lock-ups, Tumkur.	-do-
7.	" - do - Excise Branch, "	-do-
8.	" Sub Division Officer, -do- Gubbi Sub-Dn.	-do-
9.	" - do - Tumkur -do-	-do-
10.	" Asst. Commissioner, Gubbi Sub Division.	-do-
11.	" - do - Excixe Branch, Madhugiri	-do-
12.	" -do- Nadhugiri Sub-Division.	-do-
13.	" Munisff, Madugiri.	-do-
14.	" Head Master, Government High School, Tiptur.	Tiptur
15.	" - do - Madhugiri	Tumkur Ry. Stn.
16.	" - do - Tumkur.	-do-
17.	" Head Mistress, Empress Girls' High School,"	-do-
18.	" Head Master, Dt. Normal School, Tumkur.	-do-
19.	" Deputy Commissioner of Income-tax, "	-do-
20.	" Income-tax Officer, Tumkur Sub Division "	-do-
21.	" - do - Gubbi Sub Division.	-do-
22.	" Dt. Education Officer, Tumkur.	-do-
23.	" Head Master, S.K.V.D. Patasala, Chikknaikanahalli.	Banasandra Ry.Stn.
24.	" Asst. Inspector of Education, Tiptur Range, Tiptur.	Tiptur Ry. Stn.
25.	" - do - Gubbi Range, Gubbi.	Gubbi -do-
26.	" Tester of Weights and Measures (office of the Deputy Commissioner, Tumkur).	Tumkur Ry.Stn.
27.	" Deputy Commissioner, Rural Water Supply Section, Tumkur.	-do-
28.	" Chairman, Debt Conciliation Board, Madhugiri.	-do-
29.	" Asst. Inspector of Education, Sira Range, Sira.	-do-
30.	" - do - Madhugiri Range, Madhugiri.	-do-
31.	" Asst. -do- Kannada Edn. Tumkur.	-do-
32.	" - do - Urdu " "	-do-
33.	" First Munsiff, "	-do-
34.	" Second " "	-do-
35	" Special First Class Magistrate, Madhugiri.	-do-
36	" First Magistrate, Tumkur.	-do-
37.	" Xix Special First Class Magistrate, Tiptur.	Tiptur Ry.Stn.
38.	" Dt. Magistrate, Bus Sexion Section, Tumkur.	Tumkur.
39.	" Second Magistrate, "	-do-
4 0.	" Dt. Magistrate. "	-do-
41.	" Executive Engineer, "	-do-
42.	" Dt. Forest Officer, "	-do-
43.	" District Medical Officer, "	-do-
44.	" -do- Registrar, "	-do-
45.	" Asst. Registrar of Co-operative Societies, Tumkur.	-do-
46.	" Dt. Sanitary Officer, Tumkur.	-do-
47.	" Executive Engineer, Markonahalli Reservior Division, Markonahalli.	-do-
48.	" Asst. Director of Agriculture, Tumkur.	-do-

KOLAR DISTRICT.

1.	" Deputy Commissioner, Kolar.	Kolar
2.	" - do - Excise Branch, -do-	-do-
3.	" - do - Income-tax, -do-	-do-
4.	" - do - Lock-ups, -do-	-do-
5.	" Sub Division Officer, -do-	-do-
6.	" Income-tax Officer, Kolar Sub-Division, "	-do-
7.	" District Registrar, -do-	-do-
8.	" Income-tax Officer, Chikballapur.	Chikballapur.
9.	" - do - Champion Reefs.	Champion Reefs.
10.	" Tester of Weights and Measures, K.G.F.	K.G.F.
11.	" Chief Inspector of Mines,& Explosives, Oorgaum.	Oorgaum.
12.	" Senior Asst. Commissioner, Chikballapur.	Chikballapur.
13.	" Deputy Commissioner, Try. Dept. Kolar.	Kolar Ry.Stn.
14.	" Second Magistrate, -do-	-do-
15.	" Munsiff, Chikballapur.	Chikballapur.
16.	" -do- Kolar.	Kolar Ry.Stn.

17.	The Munsiff, Magistrate, Robertsonpet.		Champion Reefs.
18.	" First Magistrate & Additional Sub Judge, Kolar.		Kolar.
19.	" Special First Class Magistrate, K.G.F.		Champion Reefs.
20.	" - Do -	Chikballapur.	Chikballapur.
21.	" District Magistrate, Bus Section, Kolar.		Kolar.
22.	" Chairman, Bench Magistrate Court, Chinthamani.		Chinthamani.
23.	" - Do -	Malur.	Malur.
24.	" - Do -	Mulbagal.	Bowringpet or Kolar.
25.	" District Superintendent of Police, Detective Department, Oorgaum.		Oorgaum.
26.	" Warden, Adi-Dravida Hostel, Kolar.		Kolar.
27.	" District Sanitary Officer, Kolar District, Kolar.		Kolar.
28.	" Officer-in-charge, Maternity Hospital, Robertsonpet.		Oorgaum.
29.	" District Medical Officer, K.G.F..		-do-
30.	" Chairman, Debt Conciliation Board, Chikballapur.		Chikballapur.
31.	" Deputy Commissioner, Rural Water Supply Section, Kolar.		Kolar.
32.	" District Medical Officer, Kolar.		Kolar.
33.	" District Forest Officer, -do-		-do-
34.	" Superintendent, Power and Lighting, Champion Reefs.		Champion Reefs.
35.	" Executive Engineer, Kolar.		Kolar.
36.	" Asst. Director of Agriculture, Kolar.		-do-
37.	" Manager, Kolar Wool Spinning Centre, Kolar.		-do-
38.	" Superintendent, Govt. Weaving School, Gudibanda.		Goribidnur Ry.Stn.
39.	" District Education Officer, Kolar Dt. Kolar.		Kolar.
40.	" Head Master, Govt. High School, Chikballapur, ~~Kolar.~~ ~~Kolar~~ Chikballapur		
41.	" - Do -	Kolar.	-do-
42.	" Asst. Inspector of Education, Bowringpet.		Bowringpet.
43.	" - Do -	Chintamani.	Chintamani.
44.	" - Do -	Kolar.	Kolar.
45.	" - do-	Chikballapur.	Chikballapur.
46	" Asst. Inspector of Urdu Education, Kolar.		Kolar.
47	' Commissioner of Workmen's Compensation, Champion Reefs.		K.G.F. or Champion Reefs.

MYSORE DISTRICT.

1.	The Deputy Commissioner, Mysore District,	Mysore.	Mysore.
2.	" Registrar, Mysore University.	"	-do-
3.	" Asst. Engineer, Headquarters Range,	"	-do-
4.	" Director of Sandalwood Oil Factory,	"	-do-
5.	" District Forest Officer,	"	-do-
6.	" Revenue Sub Division Officer,	"	-do-
7.	" Public Prosecutor,	"	-do-
8.	" Head Mistress, Maharani's High School,	"	-do-
9.	" -do- Zenana Normal School,	"	-do-
10.	" District Treasury Officer,	"	-do-
11.	" Asst. Commissioner, Nanjangud Sub- Division,	Nanjangud.	
12.	" Head Master, Govt. Marimallappa's High School,	Mysore.	-do-
13.	" Asst. Inspector of Education, City Range,	Mysore.	-do-
14.	" Executive Engineer, Lower Channel Dn.	"	-do-
15.	" Lady Medical Officer, Vani Vilas Hospital.	"	-do-
16.	" Medical Officer, Princess Krishnajammanni's Tuberclosis Sanatorium,	Mysore.	-do-
17.	" -do- Epidemic Diceases Hospital,	Mysore.	-do-
18.	" Asst. Inspector of Urdu Education,	"	-do-
19.	" Asst. Inspector of Education,	Hunsur.	Krishnarajanagar Ry.Stn.
20.	" Superintending Engineer,	Mysore.	Mysore.
21.	" Executive Engineer, K.R.S., Dn.,	Krishnaraja Sagar.	K.R.Sagar.
22.	" Superintendent, Maharani's Women's Training College,	Mysore.	Mysore.
23.	" Second Munsiff,	Mysore.	-do-
24.	" Special First Class Magistrate,	Nangangud.	Nangangud.
25.	" - Do -	Mysore.	Mysore.
26.	" District and Sessions Judge,	Mysore.	-do-
27.	" First Munsiff,	-do-	-do-

28. The Munsiff, Hunsur. Krishnarajanagar Ry.Stn.
29. " Deputy Director of Public Instruction, Mysore. Mysore.
30. Officer I/C of the Station for the Study of Malaria, Nagenhalli. Mysore Ry.Stn.
31. " Deputy Commissioner, Excise Branch, Mysore. -do-
32. " City Magistrate, -do- -do-
33. " Officer I/C Game and Tiger Preserves, Mysore. -do-
34. " District Medical Officer, -do- -do-
35. " Medical Inspector of Schools. -do- -do-
36. " Asst. Inspector of Education, Chamarajnagar. Chamarajnager Ry.Stn.
37. " - do - Nanjangud. Nanjangud.
38. " District Educational Officer, Mysore. Mysore.
39. " Principal, Government Training College, -do- -do-
40. " Head Master, Govt. High School, Nanjangud.) Nanjangud or Belagola Ry.Stn.
41. " Superintending Engineer, Irrigation Circle, K.R.S. Works.)
42. " Head Master, Maharaja's High School, Mysore. Mysore.
43. " Principal, Government Ayurvedic and Unani College, Mysore.
44. " Commandant, III Bn., M.I., Mysore. -do-
45. " Asst. Inspector of Urdu Girls' Schools, -do- -do-
46. " Special Land Acquisition Officer, K.R.S. K.R.S.
47. " Superintendent, Government House, Mysore. Mysore.
48. " Meteorological Observer, -do- -do-
49. " Health Officer, -do- -do-
50. " Asst. Superintendent, Govt. Branch Press, -do- -do-
51. " Director of Archaeological Researches, -do- -do-
52. " Principal, Maharaja's College, -do- -do-
53. " Curator, Government Oriental Library, -do- -do-
54. " University Librarian, -do- -do-
55. " Superintendent, Chamarajendra Technical Institute, Mysore. Mysore.
56. " Principal, Maharaja's Sanskrit College, Mysore. -do-
57. " Secretary, Board of Sanskrit Studies and Exams. -do-
58. " -do- Government Central Adi-Karnataka Institute. -do-
59. " District Registrar, Mysore District, Mysore. Mysore.
60. " Income-tax Officer, -do- -do-
61. " - do - Nanjangud. Nanjangud.
62. " Asst. Director of Agriculture, Mysore. Mysore.
63. " Commandant, Mysore Horse, -do- -do-
64. " -do- Rifle Range Section, -do- -do-
65. " Munisiff Magistrate, Hunsur. Krishnarajnagar Ry. Stn.
66. " Principal, Medical College, Mysore. Mysore.
67. "Superintendent, Intermediate College, -do- -do-
68. " Asst. Registrar of Co-operative Societies. -do-
69. " Superintendent, New Silk Weaving Factory, Mysore. -do-
70. " Officer I/C Bitumen Emulsion Section, Mysore. -do-
71. " Editor, Prabuddha Karnataka Office, -do- -do-
72. " Medical Officer, I/C Krishnarajendra Hospital, -do-
73. " General Superintendent, Generating Stations, Sivansamudram. Maddur Ry. Stn.
74. " Executive Engineer, Mysore, Mysore.
75. " Superintendent, Power and Lighting, Mysore. -do-
76. " Second City Magistrate, -do- -do-
77. " Secretary, Board of Sericulture, -do- -do-
78. " Superintendent of Sericulture, -do- -do-
79. " Head Master, Govt. Deaf and Blind Boys' School, Mysore. -do-
80. " Superintendent of Police (for the use of the Tester of Weights and Measures, Mysore). -do-
81. " Secretary, Dasara Exhibition Committee, Mysore. -do-
82. " Deputy Commissioner of Income-tax, -do- -do-
83. " Tester of Weights and Measures, Kasaba Police Stn., Mysore.
84. " Deputy Commissioner, Rural Water Works, -do- -do-
85. " Manager, Badanval Spinning Circle, Badanval. Nanjangud Ry.Stn.

86.	The Superintendent, Sri Chamarajendra Technological Workshop, Mysore.	Mysore.
87.	" Sub-Assistant Conservator of Forests, I/C of Sandal Koti and Wood yard, Mysore.	-do-
88.	" Inspector of Factories and Boilers, Mysore.	-do-
89.	" Tester of Weights and Measures, Devaraj Market, "	-do-
90.	" Superintendent, Government Central Adi-Karnataka School, Mysore.	-do-
91.	" - do - Mysore Jail, "	-do-
92.	" -do- Vani Vilas Water Works (for the use of Meter Sections, "	-do-
93.	" Executive Engineer, Taring Sub-Division, "	-do-
94.	" Agricultural Inspector, Paddy Breeding Station, Nagenhalli.	-do- Ry.Stn.
95.	" Health Officer, Rural Health Centre, Periyapatna,	-do- "
96.	" Exeuutive Engineer, K.R.S. Dn., (for the use of the newly formed Mandagere Sub-dn.	Belagola Ry.St
97.	" Asst. Commissioner of Labour, Mysore.	Mysore.
98.	" Asst. Inspector of Education, Gundlupet,	Out Agency.

MANDYA DISTRICT.

1.	" Deputy Commissioner, Mandya.	Mandya
2.	" - Do - Treasury Department, Mandya	-do-
3.	" - Do - Excise Branch, "	-do-
4.	" Rural Water supply Section,"	-do-
5.	" Sub-Division Officer, Excise Branch, French-Rocks.	French Rocks.
6.	" Income-tax Officer, French Rocks Sub-Dn., "	-do-
7.	" - Do - Mandya Mandya	Mandya
8.	" Sub-Division Officer, French Rocks -do-French Rocks.	French Rocks.
9.	" Sub-Division Officer, Excise Branch, Mandya.	Mandya.
10.	" - Do - Mandya Sub-Dn. "	-do-
11.	" Registrar, Mandya District, "	-do-
12.	" Asst. Inspector of Education, Krishnarajpet,	French Rocks.
13.	" - Do - Mandya.	Mandya
14.	" - Do - Malavalli.	Maddur Ry.Stn.
15.	" Dt. Education Officer, Mandya.	Mandya
16.	" Superintendent, Irwin Canal Farm, (for the use of Joggery Boiling unit). Mandya.	-do-
17.	" - Do - Irwin Canal Form, -do-	-do-
18.	" Chemist, Active Carbon Unit, (Irwin Canal farm) -do-	-do-
19.	" Head Master, Agricultural School, Somanahalli,	-do-
20.	" Asst. Director of Agriculture, -do-	-do-
21.	" District Magistrate, Mandya (for the use of the Lock-ups of Mandya and Seringapatam).	Seringapatam.
22.	" Spl. First Class Magistrate, Mandya, Mandya.	Mandya.
23.	" Munsiff, Seringapatam.	Seringapatam.
24.	" Spl. First Class Magistrate, -do-	-do-
25.	" Munsiff, Mandya.	Mandya
26.	" Chairman, Debt Conciliation Board, Nagamangala.	French Rocks.
27.	" Officer I/C Distillery and Transport Arrangements,	Mandya.
28.	" Health Officer, Rural Health Unit, Mandya.	-do-
29.	" Spl. Land Acquisition Officer, "	-do-
30.	" District Medical Officer, "	-do-
31.	" Health Officer, Malaria Control Unit, "	-do-
32.	" General Superintendent of Generation, Shimshapura (for the use of the Supt., Shimsha New Project,	-do- maddur
33.	" Executive Engineer, Irwin Canal Dn., (for the use of No.4 Project Dn.,)(Mandya	-do- mandya
34.	" Executive Engineer, Irwin Canal Dn., (for the use of No.3 and 5 Divisions), Mandya.	-do-
35.	" Executive Engineer, Irwin Canal Division, Mandya.	-do-
36.	" Executive Engineer, Mandya Division,	-do-
37.	" - Do - Irwin Canal Constnuction, "	-do-
38.	" Asst. Engineer, Malaria Committee, "	-do-

BANGALORE DISTRICT.

1.	The Asst. Commissioner, Dodballapur.	Dodballapur Ry.Stn.
2.	- Do - Closepet.	Closepet.
3.	Munsiff, "	-do-
4.	" -do- Dodballapur.	Dodballapur.
5.	Chairman, Bench Magistrate's Court, Devanhalli.	Devanahalli.
6.	" - Do - Nelamangala.	Gollahalli Ry.Stn.
7.	" - Do - Hoskote.	White Field "
8.	" Superintendent, Govt. Industrial School, Channapatna.	Channapatna.
9.	" - Do - Nelamangala.	Gollahalli Ry.Stn.
10.	" Health Officer, Health Training Centre, Closepet.	Closepet.
11.	" Spl. First Class Magistrate, "	"
12.	" Sub-Division Officer, Income Tax Branch, "	"
13.	" Head Master, Govt. High School, Channapatna.	Channapatna.
14.	" Asst. Inspector of Education, Dodballapur.	Dodballapur.
15.	" - Do - Channapatna.	Channapatna.
16.	" - Do - Nelamangala.	Gollahalli.
17.	" Supt., Govt., Weaving School, Dodballapur.	Dodballapur.
18.	" Supt., Hessarghatta Grass Farm, Hessarghatta.	Chikbanavar Ry.
19.	" Manager, Rural Welfare Centre, Closepet,	Closepet,
20.	" Supt., Power and Lighting, Kankanhalli.	Chikbanavar
21.	" -do- Fruit Research Station, Hessarghatta,	Closepet
22.	" Chairman, Debt Conciliation Board, Devanhalli.	Devanhalli.
23.	" Manager, Rural Welfare Centre, Dodballapur.	Dodballapur.
24.	" Spl. Land Acquisition Officer, Closepet.	Closepet.
25.	" Health Officer, Health Training Centre, Closepet.	-do-
26.	" Executive Engineer, Kanva Project Division, Channpatna.	Channapatna.
27.	" Head Mistress, Zananna House Industries, Institute,	-do-

LIST OF TALUK OFFICERS (BANGALORE)

1.	The Amildar, Hoskote Taluk.	White Field Ry.
2.	- do - Dodballapur "	Dodballapur.
3.	- do - Nelamangala "	Gallahalli
4.	- do - Kankanhalli."	Closepet,
5.	- do - Magadi "	Local Bus.
6.	- do - Channaptana "	Channapatna.
7.	- do - Devanhalli. "	Devanhalli
8.	- do - Closepet "	Closepet.

(KOLAR)

1.	The Amildar, Kolar Taluk.	Kolar
2.	- do - Bowringpet "	Bowringpet.
3.	- do - Chintamani "	Chintamani
4.	- do - Mulbagal "	Bowringpet.
5.	- do - Sidlaghatta "	Sidlaghatta
6.	- do - Chikballapur"	Chikballapur
7.	- do - Bagepalli. "	- do -
8.	- do - Goribidnur "	Goribidnur
9	- do - Malur "	Malur
10	- do - Srinivaspur "	Srinivaspur
11.	- do - Gudibanda "	Goribidnur Ry.

(TUMKUR)

1.	The Amildar, Tumkur Taluk	Tumkur
2.	- do - Madhugiri "	Tumkur Ry.Stn.
3.	- do - Chiknayakanhalli.	Banasandra "
4.	- do - Sira "	Tumkur "
5.	- do - Gubbi "	Gubbi
6.	- do - Tiptur "	Tiptur
7.	- do - Pavagada "	Hindupur "
8.	- do - Kunigal "	Tumkur "
9.	- do - Koratgere "	-do- "
10.	- do - Turuvekre "	Banasandra "

(MYSORE)

1.	The Amildar, Mysore Taluk	Mysore Taluk
2.	- do - Chamarajangara "	Chamarajanagara.
3.	- do - Hunsur "	Krishnarajanagara
4.	- do - Krishnarajanagar	- do -
5.	- do - Heggaddevankote.	Mysore Ry. Stn.
6.	- do - Gundlupet.	Gundlupet out Agency.
7.	- do - Nanjangud. Taluk	Nanjangud.
8.	- do - T. Narsipur.	Mysore Ry. Stn.
9.	- do - Periyapatna "	- do -

(MANDYA)

1.	The Amildar, Mandya Taluk	Mandya Taluk.
2.	- do - Seringapatam "	Seringapatam.
3.	- do - Malavalli. "	Maddur Ry. Stn.
4.	- do - Krishnarajpet "	French Rocks.
5.	- do - Nagamangala. "	-do-
6.	- do - Maddur "	Maddur
7.	- do - French Rocks "	Rrench Rocks
8.	- do - Maddur " (for the use of the Supt. Est. of Irwin Canal Section).	Maddur.
9.	- do - Irwin Canal Section.	-do- Ry. Stn.
10.	- do - French Rocks Taluk, (for the use of Irwin Canal Section Clerk).	Mandya By. Stn.
11.	- do - Mandya Taluk (for the use of Special Estt. of Irwin Canal Section).	- do -

(HASSAN)

1.	The Amildar, Hassan Taluk	Hassan
2.	- do - Manjarabad "	-do- Ry.Stn.
3.	- do - Arkalgud "	Hole Narsipur Ry.
4.	- do - Belur "	Hassan Ry. Stn.
5.	- do - ~~Chamarajpatna~~ "Chamarajapatna	- do -
6.	- do - Arsikere "	Arsikere
7.	- do - Hole Narsipur "	Hole Narsipur.
8.	- do - Alur "	Hassan Ry. Stn.

(SHIMOGA)

1.	The Amildar, Shimoga Taluk	Shimoga
2.	- do - Honnali "	-do- Ry. Stn.
3.	- do - Thirthahalli "	- do -
4.	- do - Sorab "	Sorab C/O Amildar Sagar.
5.	- do - Channagiri "	Holalkere Ry.Stn.
6.	- do - Shikarpur "	Shimoga Ry. Stn.
7.	- do - Kumsi "	Kumsi Ry. Stn.
8.	- do - Sagar "	Sagar "
9.	- do - Hosanagar "	~~Arsikere Ry. Stn.~~ Arasalu Ry Stn.

(KADUR)

1.	The Amildar, Chikmagalur.	Chikmagalur Out Agency.
2.	- do - Kadur.	Kadur.
3.	- do - Tarikere	Tarikere Ry.Stn.
4.	- do - Koppa	Narasimharajpura Ry.Stn.
5.	- do - Mudgere	Kadur Ry.Stn.
6.	- do - Narasimharajapura	N.R. Pura Ry. Stn.

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(CHITALDRUG)

1.	The Amildar, Chitaldrug Taluk.		Chitaldrug.
2.	- do -	Holalkere "	- do - Ry.Stn.
3.	- do -	Hiriyur "	-do- -do-
4	- do -	Davangere "	Davangere
5.	- do -	Molakalmuru "	Rayadurga Ry.Stn.
6.	- do -	Jogalur "	Devanagere
7.	- do -	Hosadurga "	Hosadurga Road
8.	- do -	Harihar "	Harihar Ry. Stn.
9.	- do -	Challakere "	Holalkere Ry.Stn.

Bangalore,
Dated 17th January 1942.

DRS/17-1-42.

Secretary,
Press Committee.

APPENDIX D I. Rule 9 & 16 and 2c

ROTATION LIST OF STATIONERY ARTICLES TO BE SUPPLIED BY THE STATIONERY DEPOT.

No.	Offices supplied.	Latest date of receipt of indent in the Stationery Office.	Latest date of passing and sending it to Stores.	Latest date of despatch of Stationery from the Stores.	Period for which the Stationery supplied to be used.
1.	Kadur District -- All Offices --	31st May	15th June	15th July	July to June
2.	Ghitaldrug Dist. - Do -	30th June	15th July	15th August	Aug. to July
3.	Shimoga District - Do -	31st July	15th Aug.	15th Sept.	Sept. to Aug.
4.	Hassan -do- - Do -	31st Aug.	15th Sept.	15th Oct.	Oct. to Sept.
5.	Tumkur -do- - Do -	30th Sept.	15th Oct.	15th Nov.	Nov. to Oct.
6.	Kolar -do- - Do -	31st Oct.	15th Nov.	15th Decr.	Dec. to Nov.
7.	Mandya -do- - Do -	30th Nov.	15th Dec.	15th Jan.	Jan. to Dec.
8.	Mysore -do- - Do -	31st Dec.	15th Jan.	15th Feb.	Feb. to Jan.
9.	Bangalore:- All Mofussil offices, Offices of Heads of Departments and Bangalore City, G.R.S., and allied offices.	31st Jan.	15th Feb.	15th March.	Mar. to Feb.
10.	All other offices in Bangalore City (Local).	15th Feb.	28th Feb.	15th April	Apl. and May to Mar. and Apl.
11.	All Taluk Offices. ..	31st March.	15th April	15th June	June to May.

Bangalore,
Dated 19th Jan. 1942.

DRS.

Secretary,
Press Committee.

APPENDIX D II.

Part I.

List of Stationery articles issued on fixed Scale.

Sl. No.	Name of the article.	Period.	Gazetted Officer or Head of Offices.	Managers, etc., Auditors and Accountants.	Clerks.	Muchis.
1.	Black lead pencils.	Annual	4	3	3	2
2.	Coloured pencils.	-do-	2	-	-	
3.	Black Ink Powder.	-do-	3 packets to each person.			
4.	Red Ink Powder.	-do-	1 - do -			
5.	Pen-holders.	- do -	2	2	2	1
6.	Nibs.	Per month	6	4	4	3
7.	Blotting paper.	- do -	2 sheets.	1 sheet.	1 sheet.	1 sheet.

N.B: 1) Black and Red ink powders should not be issued to each individual but the required ink will be prepared by office Muchi and served out.

2) The above annual and monthly articles will be supplied only according to the prescribed scale and while this scale should not be exceeded in issuing them, economy is expected to be effected as far as possible.

Bangalore,
Dated 13th Jan. 1942.
DRS.

Secretary,
Press Committee.

APPENDIX D II. Rule 20.

Part II.

List of Stationery articles issued at stated intervals.

Sl. No.	Articles.	Minimum number of years for which the articles are issued.	Scale.	Remarks.
1.	Blotting pad.	One year.	For each Gazetted Officer.	Amildars to be supplied once in two years at one each.
2.	India Rubber Piece.	Two years.	One per man.	
3.	Pen-knives.	Four years.	One for each, Gazetted Officer.	
4.	Scissors.	- Do -	One for each -do-	
5.	Green baize.	- Do -	Two yards for each Gazetted Officer.	(Amildars to be (supplied once (in 6 years.
6.	Ink glasses.	Five years.	Two per man.	~~Do~~
7.	Bakelite or officer's ink-stand ~~xxxxxxx~~	Onee for all.	One for each Gazetted Officer.	
8.	Candle stand with Globe.	Four years.	Four maximum per Office.	
9.	Finger print ~~xx~~ plates.	Five years.	One to each office.	
10.	Saucers sets.	Two years.	The required number.	To be supplied to Engineering, Railway and other Depots. requiring them.
11.	Artist glasses.	- Do -	- do -	- do -

Part III. Rule 21

List of stationery articles which are not consumed by use and may ordinarily be used for an indefinite period.

Sl. No.	Name.	Scale.
1.	Wooden Ink Stand.	One to each official
2.	Paper weights.	Two for each ~~head of office~~ Gazetted officer.
3.	Rulers.	One for every 6 clerks.

Note for part II and III:- 1) Four pairs of scissors and Four pen-knives to

to Secretariats, High Court, Comptroller as these have several sections.

2) All such articles as are lost or broken must be replaced at the expense of the party through whose carelessness the loss or injury may have arisen.

3) All old and unserviceable articles should be returned to the Stationery Depot for exchange by new ones.

Bangalore,
Dated 13th Jan. 1942.

DRS.

Secretary,
Press Committee.

APPENDIX E. Rule 25

Standing list of stationery articles to be supplied to the office of the

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SD

DETAILS OF SANCTIONED ESTABLISHMENT.

1. Number of Gazetted Officers.	
2. Number of clerks entitled to the supply of stationery as per details opposite.	Clerks ..... Accountants ..... Mutchis ..... Executive Officers .....
3. Temporary Establishment if any (with period of sanction).	

No.	Description of articles.	Average of the supply made during the past 3 years.			Quantity fixed for future supply.			Remarks.
1	2		3			4		5
		Reams	Qrs.	Sh.	Reams	Qrs.	Sh.	
	Name of articles to be written or printed here.							N.B:- To be printed on both the sides and made a book of 200 leaves each

Supply complied with 194 - 4.)
194 - 4)
194 - 4)
194 - 4) For ten years.
194 - 4)
194 - 4)
194 - 4)

Secretary,
Press Committee.

DRS.

3377

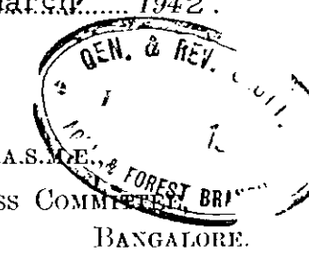
No. P. C. 1447

Encl. copy of resolution and rules with appendices in duplicate

From

Office of the Secretary, Press Committee.
Government Press,
Bangalore, dated 10th March 1942.

P&S. 44-40-3.



B. KRISHNASWAMY CHETTY, Esq., B.E., A.R.P.S., M.A.S.M.E.,
Secretary, Press Committee,
Bangalore.

To

The Secretary to Government,
Development Department, Bangalore.

Sir,

Subject:- Draft Rules relating to supply of forms and the accounts to be kept in respect of them in Government offices.

- - -

In continuation of this office letter No.P.C.1393, dated 22-1-1942, forwarding revised Stationery Rules, I have the honour to submit herewith in duplicate a set of rules approved by the Press Committee relating to supply of forms and the accounts to be kept in respect of them for kind approval of Government. A copy of the resolution passed by the Press Committee on the subject in their meeting held on 19-11-1941, is also enclosed herewith.

The duplicate copy of the rules may kindly be returned to this office for reference and for taking further action.

I have the honour to be,
Sir,
Your most obedient servant,

14/3/42

Secretary,
Press Committee.

DRS.

Extract of Resolution No.3, passed in the meeting of the Press Committee held on 19-11-1941.

* * *

3. Read draft rules relating to supply of forms and the accounts to be kept thereof in the offices using them and resolved that the draft rules with suitable amendments empowering the Heads of Departments to have verbal alterations made in the standard forms before they are printed, be submitted to Government for sanction.

* *

"Copy"

Secretary,
Press Committee.

DRS.

33. Financial Asst. to D.P.I.	1) Financial Asst. to the Director of Public Instruction in Mysore, Bangalore.	Director of Public Instruction.	Oct. to Oct.	15th June	October	Free.
34. Public Health.	1) The Director of Public Health in Mysore, B'lore. 2) Medical Officer, K.G.F in regard to health [illegible]	On consolidated indent.	-do-	-do-	-do-	-do-
35. Secretary, Local Exam. Boards.	1) The Secretary, Mysore Local Examinations Boards, B'lore.	..	-do-	-do-	-do-	-do-
36. Industries and Commerce.	1) The ~~Dixtxt~~ Director of Industries and Commerce. 2) The Commissioner of Labour in Mysore, Bangalore. 3) The Superintendent, Govt. Museum. 4) The Inspector of Boilers. 5) The Kolar Wool Centre. 6) The Secretary, Industrial and Cordination Board, Bangalore.	.. .. Director of Industries & Commerce. -do- -do- -do-	Nov. to Nov.	15th July	November	-do-
37. Press and Stationery.	1) The Superintendent, Govt. Printing, Bangalore. 2) The Asst. Superintendent, Govt. Branch Press, Mysore. 3) The Superintendent Government Stationery Depot, Bangalore.	.. Supt. Govt. Printing. ..	-do-	-do-	-do-	-do-
38. Electrical Dept.	1) The Chief Electrical Engineer in Mysore, Bangalore.	Consolidated indent.	-do-	-do-	-do-	To be charged.
39. District Board.	1) The Presidents of District Boards. 2) Vice President, K.G.F. Sanitary Board.	Through D.C. -do- Kolar.	-do-	-do-	-do-	Half Cost. -do- Free.
40. Education.	1) The ~~Dixxxxxt~~ Director of Public Instruction in Mysore, B'lore.	Consolidated indent.	Dec. to Dec.	15th Au	December	

46. Agriculture (Contd).	15) The Superintendent, Joggery Boiling Plant, Mandya.	Director of Agriculture.	Jan. to Jan.	15th Sept.	January.	Free.
	16) The Asst. Director of Agriculture, Mandya.	-do-				
	17) The Head Master, Agricultural School, Sammanahalli.	-do-				
	18) The Chemist, Active Carbon Unit, Mandya.	-do-				
	19) The Superintendent, Irwin Canal Agricultural Farm, Mandya.	-do-				
	20) The Asst. Director of Agriculture, Hassan.	-do-				
	21) The Manager, Cattle Breeding Station, Ajjampur.	-do-				
	22) The Asst. Director of Agriculture, Shimoga.	-do-				
	23) The Manager, Babbur Experimental Farm, Hiriyur.	-do-				
	24) The Asst. Director of Agriculture, Chitaldrug.	-do-				
	25) The Agricultural Inspector, Bikli Experimental Farm.	-do-				
	26) The Fisheries Officer, Dept. of Agriculture, Bangalore.	-do-				
XXXXXXXXXX.						
XXXXXXXXXX.	1) XXXXXXXXX

INDENT FOR FORMS AND REGISTERS

for use in the office of the.....during the ~~period~~ from.....to.....

Serial No. of the Indent	Departmental No. of the Form	NAME OF FORM	Opening balance of the current ~~period~~ (*i.e.* the period previous to the ~~period~~ to which this indent relates)	Quantity received during the current ~~period~~	Total 4 + 5	Expenditure during the current period.		Quantity expected to remain at the beginning of the ~~period~~ for which the indent is submitted 6–(7+8)	Consumption of three previous periods			Average annual consumption during the three previous years $\frac{10+11+12}{3}$	Quantity required for the coming ~~period~~	Quantity to be supplied 14–9	REMARKS. NOTE.—Explanation of unusually large demands, variations in the consumption shown, etc., should be here given
						Actuals up to date of indent	Probable quantity estimated to be spent during the remaining part of the current ~~period~~								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Appendix E. Rule 25.

THE MYSORE GOVERNMENT CENTRAL PRESS, BANGALORE.

in **QUADRUPLICATE.**

To be acknowledged by the Receiving office and returned to Press.

To

The.... .....

....

Invoice No.

Date..... . .....

W. D.	Description	Quantity		No. of packets
		In figures	In words	

....
Despatcher.

.....
For *Superintendent.*

Note.—The memo should be returned to the Superintendent, Government Printing, within one week after the receipt of the consignment with the following certificate duly signed.

Date

"Opened in my presence and the contents found correct."

Station

Signature and designation of the Receiving Officer.

Note.—This case or covering should be sold by auction, and the amount realized remitted to the Treasury and the Treasury Receipt forwarded to the Superintendent, Government Printing.

WD 05837—GPB—25 bks. of 50 sheets each in quadruplicate—12-3-42

APPENDIX "H". Rule 33

I do hereby certify that I have examined or got examined by ..... the stock of forms available in my office on ..... and found that the book balances under each kind agree with stock on hand (except in the cases mentioned below).

Station .....
Date .....

Signature and Designation.

BRS 14/3

DRS.

Appendix I, Rule 41

List of officers and offices entitled to obtain Forms on payment.

(Book Adjustment)

1. Mysore University.	Form printing work done for forms supplied.	(G.O.No.G.6367-89/ (P&S.63-23-3, dated (the 14th Feb.1925).
2. Office of the Mysore State Life Insurance.	- Do -	
3. The Electrical Deptt.	- Do -	
4. Mysore Railways.	- Do -	
5. All Factories and Workshops of the Industries and Commerce Department.	- Do -	
6. The Bhadravati Iron & Steel Works.	- Do -	
Miscellaneous Offices like:-		
7. Public Libraries of Bangalore and Mysore.	For forms supplied.	
8. Agricultural Department.	Agricultural Calendar and special Bulletins and Pamphlets printed.	
9. Education Department.	For Text-books printed and forms supplied for local examinations.	
10. Local Boards and Municipalities and such other offices and institutions as may be specially included.	When they send any work.	
11. Military Department.	For Forms supplied.	
12. Sandal Oil Factory.	- Do -	- do-
13. Village Panchayat work in Taluk Offices and Record of Rights work, in Taluk and Sub-Registry Offices.	- Do -	- do -
14. Govt. Porcelain Factory.	- Do -	- do -
15. Exhibition Committee.	- Do -	- do -
16. Supt. Govt. Soap Factory.	- Do -	- do -
17 Seed depot of the garden Dept.	- do	- do -

Bangalore,
Dated 10th February 1942.

Secretary,
Press Committee.

D.S.

G. R. S. App. F VI—G 2]

SUBJECT .....

.....

.....

5 copies

74

Diary No. of letter replied to.....

Section pts

File No. 44-40

Serial No. 14

General and Revenue Secretariat

( )

the 193 .

Proceedings of the Government of His Highness the Maharaja of Mysore.

Date of issue 15-5-42 193 .

B.

Signed by .....

C.O. No. G. 281-60/pts. 1-31-1 dt. 8.7.1931 prescribing rules for regulating the supply & consumption of stationery & forms in the public offices in the State.

May this be—

(i) printed?

(ii) treated as a standing order?

(iii) published in the Gazette, English Part?

(iv) translated?

(v) placed at the disposal of the press?

(vi) published in the Gazette, Kannada Part?

Read—

2. para 2 of G.O no G. 9838-92/pts 73-38-2 dated 1st April 1929 directing the Supdt. of Govt. Stationery to print in handy book & distribute to all offices receiving supplies, the rules regarding the issue of stationery & forms & the accounts to be maintained in respect of them.

~~Order thereon.—No.~~

3. Correspondence ending with letter No. P.C. 1447 dated 13th March 1942 from the Secy, Press Committee, forwarding for approval draft revised rules relating to supply of stationery & forms & the accounts to be kept in respect of them in Govt. offices. as passed by the press Committee

Order. A/c 6321-4 2. 15-5-42

The draft revised rules as passed by the Press Committee together with the list of offices entitled to obtain stationery & forms, free of charge are approved & appended to this order.

The Supdt. Govt. Stationery is requested to take further action in the matter as directed in the ~~second~~ ... of the G.O's read above. of printing the rules in a handy form & supplying them to all offices ~~receiving~~ entitled

by order,
for Dy Secy.

To

The Secy, Press Committee (with a copy of the ~~rules~~ rules)
" Supdt. Govt. Printing.
" Supdt. Govt. Stationery.
" Comptr & Govt

List of Enclosures

Copied by

Examined by

WD 0279—GPB—22,500—14-4-38

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

READ:-

Government Order No.G.201-60/P&S.1-31-1 dated 8th July 1931 prescribing rules for regulating the supply and consumption of stationery and forms in the ~~off~~ Public Offices in the State.

2. Para 2 of Government Order No.G.9838-92/P&S.73-38-2 dated 1st April 1939 directing the Superintendent of Stationery to print in handy book and distribute to all offices receiving supplies, the rules regarding the issue of stationery and forms and the accounts to be maintained in respect of them.

3. Correspondence ending with letter No.P.C.1447 dated 13th March 1942 from the Secretary, Press Committee, forwarding for approval draft revised rules as passed by the Press Committee relating to supply of stationery and forms and the accounts to be kept in respect of them in Government Offices.

ORDER NO: A 7 6321-4 / 40 P&S. 44-40-4

Dated, Bangalore, the 15th May 1942.

The draft revised rules as passed by the Press Committee together with the list of offices entitled to obtain stationery and forms free of charge are approved and appended to this Order.

The Superintendent, Government ~~Printing~~ Stationery, is requested to take further action in the matter of printing the rules in a handy form and supplying them to all offices receiving supplies as directed in the secon of the Government Orders read above.

For Secretary to Government,
Development Department.

To,

The Secretary, Press Committee (with a copy of the rules).
" Superintendent, Government Printing.
" Superintendent, Government Stationery.
" Comptroller to Government.

SR/5

RULES RELATING TO SUPPLY, STOCK AND ACCOUNTING OF FORMS.

- - - - -

E x i s t i n g.

32(a) A standing list
ppendix G, containing the names
o .l offices to which forms
are supplied with number, name and quantities of each form to be supplied shall be maintained in the Stationery Depot and annual supplies shall be made in accordance with this list. For the preparation of the standing list in the first instance, the following subsidiary instructions are issued:-

(1) The Superintendent of Stationery shall prepare a list on the basis of the av. rage consumption of the previous three years preceding the 30th June 1929-30.

(2) Extracts from this list shall be sent to each head of the office concerned and also extracts of lists relating to all subordinate offices to the Heads of Departments in other than the Revenue Department and to the Deputy Commissioners in the Revenue Department.

(3) The Head of the office shall, on receipt of the extract verify his actual requirements with the supplies as calculated by the Superintendent of the Stationery Depot and indicate the quantities shown in excess of requirements and also quantities required in excess of that allowed by the Superintendent. When quantities in excess of the Superintendent's figures are claimed the date on which such claim is made shall be stated in detail.

(4) The extract with this memo of additions and deductions shall be submitted to the head of the department or the Deputy Commissioners, as the case may be, sho shall scrutinise the same and sanction the final standing list in consultation if necessary, with the Superintendent of Stationery and communicate it to him and the head of the office concerned.

P R O P O S E D.

1. Definition:-(a) Forms include any printed works in which additional matter has to be filled in, in ink or pencil; also labels, envelopes, 'Flags" and bound registers, if printed, colour-embossed or ruled and blank circulars, etc., which are used regularly by the indenting offices. Forms may, subject to these rules be printed when it is more economical to resort to printing than to employ clerical labour, or when returns or forms have to be submitted to Government by departments ~~to~~ print

(b) Standard lists:- These contain the details of forms used in each department including financial and common forms with full particulars of size, number pages in each register, nature of binding, period of supply and the maximum quantity to be supplied.

2. Classification:- Forms are grouped into the following classes

(a) Standard Forms.

(i) Standardised stock forms: General or 'common', i.e., comm departments or offices and incl in Appendix A, Financial forms cluded in I.C.A.C., Vol.I, for ply on indents to certain offic units of consumption or for fu distribution where necessary.

(ii) Standardised:- Departme Special to one or more departme or offices, arranged in groups cording to their nature, and su on indents as class (i) above.

(b) Standard--Temporary:- as Record of Rights, Cattle Cen Weaving Demonstration work, et the necessity for which cannot foreseen at the time when the indents are submitted and in to which the period during wh they will be required is not Those are supplied on specia indents as required.

(c) Special:- Forms whi departmental reasons have b cluded from the above lists the printing of which on oc

indents have been sanctioned by Government. These involve considerably greater expenditure than the printing of standard forms and they should be restricted as much as possible.

(d) Forms supplied on payment:- In the case of forms such as those of quasi Government and commercial concerns under the Industries or other departments, etc., the cost of which is recovered direct from the Departments, the indents are sent direct to the press as per cycle of indents.

(e) Forms prescribed by Government under the various acts in force, and supplied on payment to the public through the department or sold directly at the Book Depot. These forms will be printed on special indents and supplied six weeks after the receipt of indents.

32(b) Whenever a new office is created under the sanction of Government or when an existing office is abolished, intimation shall be given to the Superintendent of Stationery, who shall make the necessary corrections to the standard lists, the standard of requirements being fixed by him in consultation with the Head of Department or Deputy Commissioner concerned.

3. Whenever a new office is created under the sanction of Government or when an existing office is abolished, intimation shall be given to the Superintendent, Government Printing, who shall make the necessary corrections to the standard list, the quantities being fixed by him in consultation with the Head of Department or Deputy Commissioner concerned.

4. Proposals to start new office or branches of offices, submitted to Government by Heads of Departments should contain provision to meet the cost of printed forms required for initial and recurring supply. This provision has to be transferred to the Press Budget so long as the supply is needed. There ought to be an interval of at least eight weeks for the initial supply of such of the forms as cannot be met from stock or allied offices.

33. On the 15th July of every year, a list showing the actual quantities consumed in the previous year of each kind of form and register shall be posted to the address of the Superintendent of Stationery.

O M I T.

NEW OR MODIFIED FORMS.

5. No form which is not included in the lists of standardised forms may be printed at any press, nor may any additions to, or alterations in the lists be made without the sanction of Government.

34. The authorised scale and prescribed forms should not be deviated from, nor should any new forms except departmental ones prescribed by the Head of Departments be introduced without the previous sanction of Government.

5(a) Introduction of new forms:- A copy of every order of Government sanctioning additions to, or alterations in the lists or in the forms shall be communicated to the Superintendent, Government Printing, In the absence of specific instructions, copies of a new form will be supplied only from the next annual indent. If immediate supply is necessary, the number required for each officer should be furnished with the order prescribing the form.

6. Proposals to introduce new forms submitted to Government may be sent through the Superintendent, Government Printing, who is required to scrutinise them and see whether any one of the forms proposed cannot be combined with any one of the existing forms. No sanction for new forms will be accorded without the concurrence of the Superintendent, Government Printing.

7. While introducing new forms it is necessary to take into consideration the following principles.

(i) That more than 500 copies are required.
(ii) Amount of clerical labour saved is sufficient to warrant the expenditure incurred in printing.
(iii) That cyclostyle or other duplicating process available will not meet the case equally well.

The above proposals do not apply to cases where returns of forms have to be submitted to Government in print. Matters which can be conveniently or more cheaply be copied, typewritten or prepared by duplicating machine should not be printed.

8. In urgent cases, Government directing the printing of a new or modified form may also order immediate supply of that form. Before fixing a date for the intruduction of a new system requiring a large number of forms, etc., inquiries may be made whether the Press can get the copies ready in time.

35. Each form or register to be printed in the Government Press shall be numbered consecutively and the number once given to a

9. Modified forms:- When one standardised form is ordered by Government to be modified or substituted for another, the change

form or register should not be altered as it is by this number that it is known in the Depot and the Government Press.

shall, except in special circumstances, be effected only at the time of the next annual indent. As long a notice as possible should be given before the revision of any form is ordered so that old stock in offices may be used up. Heads of departments may, also, subject to the same conditions referred to above sanction any slight alteration without making material changes in the existing forms.

36. In the case of forms newly introduced under the provision of rule 34, sample forms of the proper size must accompany the requisition. These will be printed on the kind of paper prescribed therefor in the Appendix. If in any case, forms on special paper are required, reasons therefor must be fully specified in the requisition.

10. In the case of forms newly introduced under the provision of rule 6, sample forms of the proper size must accompany the requisition. These will be printed on the kind of paper prescribed in Government order No.A.F.6232-3/P&S.32-39-2, dated 13-5-1940, Appendix B. If in any case, forms on special paper are required, reasons therefor must be fully specified in the requisition.

11. If one department wishes to modify a form which is used by it in common with another department, it should be done in consultation with the other department and also with the concurrence of the Superintendent, Government Printing.

12. Proofs of new or modified forms can be furnished only after the indent for the supply of copies is received.

13. Style and size of new forms: Manuscripts of new and modified forms should be of the same size as the paper on which the forms are to be printed, with sample entries filled in, in the columns, so as to enable the Press to judge the width of each column. The forms prescribed should be drawn up to suit one of the standard sizes of paper and the headings should be compressed as much as possible. If headings containing long particulars are necessary, the items can often be inserted in a list of instructions prefixed to the register, with the column number or a brief abstract only in the headings, thus giving space for more items in each page. When a form is intended for a single entry, or for fewer entries than the number of columns, it is usually better to arrange the usual headings in lines at the left hand side in columns with the column matter as a heading. Numbers to columns are rarely wanted and they encroach on the space for entries.

14. Inner sheets:- In the case of forms containing a number of sheets with a common heading the inner sheets should not be cut in order to have the headings for all the sheets, but the heading should be printed in each sheet.

15. Quarto forms:- Except for correspondence with Government, quarto forms should always be used in preference to folio size, and all forms in foolscap quarto size should, as far as possible, be printed lengthways of the page for convenience in filing with folio sheets of the same width.

37. Every printed forms shall bear (in small type) in a corner ~~of~~ of it a letter indicating its class, its number, the number of copies struck, and the date of printing, a separate series of numbers being given to each class of forms. Thus a Revenue form would be numbered "Revenue 1--2,000--1-3-03". The number assigned to the form or register shall invariably be quoted in the requisition to the Press.

16. Every printed forms shall bear (in small type) in a corner of it a letter indicating its class, its number, the number of copies year struck, and the ~~date~~ of printing, a separate series of numbers being given to each class of forms. Thus a Revenue form should be numbered "Revenue 1--2,000--[illegible]. The number assigned to the form or register shall invariably be quoted in the requisition to the Press.

17. Special modifications of forms such as printing in a different size and style for office copies, the insertion of a name, designation or place or an office in a standard or stock form; over-printing on printed forms; printing of names in attendance registers, acquittance rolls, village lists, registers, subscription books and similar lists; inserting the dates or years in standard forms; printing or alteration of figures representing years in any form; indents for the same forms more than once in ~~a~~ year; or prohibited for every department except with the special orders or Government.

printing of addresses on envelopes are

40. All the forms and registers required by indenting officers for their use and those of their subordinate offices shall, in order to avoid throwing unnecessary work on the Press by printing forms of the same kind several times in a year, be included in the annual indent alone. Heads of offices shall not indent for forms and registers during the interim on cockets, save under exceptional circumstances, and the Superintendent of Stationery is not bound to

18. Indents of forms:- Officers who are authorised to send consolidated indents for standard forms are indicated in Appendix C. These forms are supplied only on annual indents in the prescribed form (Appendix D) which must be sent through the countersigning officers to the Superintendent, Government Printing on prescribed dates in accordance with the Cycle of Indents given in Appendix C. The indents are checked and (in the case of forms used in more than one Department),

comply with such special requisitions without sufficient explanation as to the necessity therefor being furnished by the indenting officers.

consolidated and retrenchments, objections or alterations notified to the office concerned. Copies of forms are then supplied direct by the Press to offices according to the Distribution Lists kept in the Government Press, but any change in the unit of supply requires the sanction of Heads of Departments. No copies are supplied from a central departmental office to subordinate offices which are units of direct supply from the Press. No special supply will be made by the Press on requisitions sent in the intervening period other than the period of supply referred to in the Cycle of Indents except as stated in Rule 22.

19. Indents are prepared by the indenting officers for the groups shown in column 1 of the Appendix C, after calling for necessary information from the group of units of supply ~~referred to in~~ whose indents are to be consolidated by them. The consolidated indents should be sent on the date prescribed in the cycle of indents. Printed forms of indent will be supplied in all cases. The indents shall ordinarily be based on the average consumption of the three supply years preceding that in which the indent is made and shall be for quantities which, together with the balance expected to remain on hand on the first day of the supply year following will suffice for the consumption of twelve months in the case of ordinary forms and two, three and four years in quinquennial forms, respectively. Special reasons should be given for indenting more than the average consumption.

in the case of biennial, triennial and

Note:-(1) If the indents are not received at the Government Press in time, the Superintendent, Government Printing, is authorised to print and supply forms as per standard lists and submit a report to Government.

(2) Correspondence regarding the supply of forms should be addressed to the Superintendent, Government Printing, Bangalore, by officers recognised as unit for sending indents.

20. The Superintendent, Government Printing is to ensure, by a close and detailed scrutiny of the

indents before compliance, that these instructions are properly observed by all indenting officers. The Superintendent, Government Printing is authorised to arrange, for the inspection of stock books and stocks of forms in as many offices as possible. He may also send for the stock books of forms in any of the offices in a district to see whether they have been properly maintained; they would be returned after necessary examination in the office of the Superintendent, Government Printing. The defects noticed should be brought to the notice of the head of the department and if the Superintendent, Government Printing considers that the action taken by the head of the department is inadequate, the matter should be reported for the orders of Government.

21. Delayed or excessive indents: It is essential that indents should be correctly and completely prepared and submitted by the due dates, otherwise the supply of forms relating to a group to the whole of the State will be delayed. Any case in which the working of the rules is retarded by an indenting officer is to be brought to the notice of Government. When the Superintendent, Government Printing, considers that the demand for any treasury or account or other forms is unnecessary or excessive, he should report the case to the administrative authority immediately superior to the indenting officer concerned.

22. Supplementary indents are as a rule inadmissible, and will be passed for supply only after full explanation. If the explanation is considered unsatisfactory, the indent shall be complied with only after the sanction of Government has been obtained by the officer concerned. Supplemental indents due to an exceptional demand can usually be avoided by obtaining a loan of the copies required from another office in the same locality, with the approval of the Heads of Departments, intimating the fact to the Superintendent, Government Printing, though the practice should be avoided as far as possible. As no stock of any standard form - Departmental Rule 2a(2) - is kept in the Press, such indents necessitate special printing which may cause delay in supply and unnecessary expenditure.

(Inter-departmental transfer of forms is strictly prohibited except as stated above).

Exception:- Supplementary indents for Forest, Motor, Toll and other kinds of permits may ~~be~~ in special cases, be sent through the Heads of Departments in case of urgent necessity with full explanation for not including them in the annual indent.

23. Standard forms are supplied only from the Government Presses and they should on no account be printed in a private press whatever be the number required, nor any additions be over-printed on such forms without the sanction of Government.

33. A book file with a sample of each form in use shall be maintained in each office, by the subordinate in charge of the forms. In this, all modifications of forms ordered from time to time shall be at once noted.

24. Files of standard forms are maintained at the Government Press for purposes of reference and not for issue or loan. Every officer should keep files of all classes of forms sanctioned for use in his office. Files are not made up in the Presses for this purpose.

25. The Superintendent, Government Printing will arrange to despatch forms with duplicate invoices Appendix I to the destination noted in the indent and despatch the Railway Receipt to the offices responsible to clear the consignment.

26. Freight of forms, etc., sent by rail to Government offices as well as delivery at the place of destination are met out of the contingent grant of the offices concerned. The Superintendent, Government Printing, is authorised in all such cases to book packets by railway "To pay". On forms returned to the Press on requisition, freight is paid by the Department.

27. Local delivery of forms and other work is not made by the Press, except to Secretariat offices, and notice is sent to other offices as soon as a parcel is ready. Upon receipt of intimation that forms are ready, officers should arrange to take delivery, the forms being checked and any complaints as to short supplies made immediately after they are received. If prompt delivery is not taken, the Press may send the forms, the coolie charges, etc., being paid by the office concerned. The Superintendent will enter the amount to be paid on the memorandum which accompanies the work.

28. Receipt of forms:- Packages should be opened and the contents carefully checked and the weight verified as soon as received from the Press. All vouchers for the receipt of printed work or publications should be returned, postage pre-paid, to the Press immediately on receipt of consignment, with a separate letter in case of any discrepancies. In the case of printed forms, however, differences in excess of 5 per cent need only be intimated. In cases of the systematic non-return of invoices, a report will be submitted to Government by the Superintendent, Government Printing. If packets or parcels do not reach their destination on due date, enquiries should at once be instituted at the Post Office or at the Railway Station and the fact communicated to the Superintendent. In all correspondence about forms the group name and form number and letter, if any, should be specified to avoid mistakes.

29. Return of forms:- In cases where the number of copies and descriptions of forms appear to differ from the quantities indented for, they should not be returned to the Press but be retained pending instructions as to their disposal. The Superintendent cannot be responsible for demurrange, freight and other charges incurred for parcels returned without a requisition from the Press. In any case of surplus stock of forms which are not likely to be required, the Superintendent, Government Printing should be addressed in order that he may give instructions as to the offices in the neighbourhood to which the excess copies may be delivered.

30. All packages should be opened in the presence of, the Head of the office or in his absence, of the Gazetted Assistant. In unavoidable circumstances the ministerial head of the office or Manager or Head Clerk may have the packets or bundles opened and certify on the invoices regarding the correctness of the receipt of the contents. In this case the invoices should be countersigned by the Head of the office before sending it to the Superintendent, Government Printing as acknowledgment.

39. All printed forms in charge of the clerk shall, where possible be kept in a separate room or on shelves properly arranged, each description of form being kept apart or in a separate bundle, which, to facilitate indentification shall be labelled

31. Printed forms like stationery articles, will be placed in the custody or responsible officer. He shall maintain a stock book in the form Appendix F, for all forms received and shall see that they are carefully secured and properly arranged, each description of forms being kept separately

with the name and number of the form. Care shall be taken to prevent damage to the form while in stores.

labelled with the name and number of forms, to facilitate indentification.

32. Forms should be issued only on requisitions signed by Heads of sections or the Manager of the Office An issue book shall be maintained in form Appendix G and all issues posted therein chronologically with acknowledgment of parties. This book may be closed once in a month and totals carried to Appendix F, the Receipt Register, and the closing balance struck therein. Two or more days in each month may be fixed by by heads of offices according to convenience for sending requisitions to form clerk, to avoid frequent requisitions which will increase unnecessary work. While passing requisitions, the Heads of Sections or the Managers should see that clerk or clerks do not have unnecessary or unused stock of forms with them. Should in any case the requisition has to be sent to the forms clerk for urgent supply of forms on other dates than those fixed, the requisition should be passed by the Head of office on sufficient explanation from the party concerned.

Examination of stock.

42. The Head of each office shall examine his stock of stationery articles, forms, etc., with the book balance and send a statement in the form laid down in Appendix H, to the Superintendent, of Stationery on or before the 15th July to enable the Superintendent to regulate the supplies of the year. All modifications in the standing list maintained in his office will however, be made only under orders passed by competent authority.

33. The verification of stock should actually be done half-yearly by the head of the office or by his Gazetted Assistant and a certificate to that effect may be sent to the Superintendent, Government Printing on or before the close of the month following the half year. The Superintendent, Government Printing, will report to Government within 2 months following the half year, a statement of offices who have not sent the half-yearly stock certificates.

43. The value of any dificiency in stock which have not been accounted for satisfactorily shall be recovered by the head of the office from the person responsible and credited to Government. The Superintendent shall in all such cases be furnished with Treasury receipt.

34. Excess forms in stock-taking may be brought on to account and if they are heavy, i.e., more than what is required for the next Supply Year the Superintendent, Government Printing, may be intimated and his instructions sought for their economic disposal. Deficiancies and damaged or missing forms noticed shall be dealt with as indicated in rule 36.

35. Advantage shall be taken of the half-yearly examination of stock to inspect the condition of

of forms, registers, etc., kept with officials unnecessarily and the opinion of the head of the office in regard to these shall be recorded in the certificates.

35. Advantage shall be taken of the annual examination of stock to inspect the condition of such articles as the following in the possession of subordinates:-

Ink-stands
Pen-knives
Scissors
Colour boxes
Rulers, etc.,

and opinion of the head of the office in regard to these shall be recorded.

45. In the case of broken or missing articles, when the damage or loss is attributed to carelessness the value shall be recovered from the party responsible.

46. Damaged or surplus stationery articles shall be disposed of in accordance with instructions to be obtained from the Superintendent of Stationery.

47. If it is apprehended that any articles will deteriorate before coming into use, the instructions of the Superintendent as to its disposal shall be obtained without delay.

36. When forms are damaged or found missing the officer to whom it was supplied on indent shall endeavour to trace the cause of damage or loss and report the fact through the proper channel to the head of the department, who will investigate the matter, recover the value of the forms if the loss or damage was due to carelessness or neglect of rules or write the value off from the accounts if irrecoverable. A copy of the order passed may be sent to the Superintendent, Government Printing for information.

37. If it is apprehended that any form will deteriorate before coming into use, the instructions of the Superintendent as to its disposal shall be obtained without delay.

GENERAL.

48. When any stationery article for form claimed is more than the quantity annually supplied as per standing list, the Superintendent shall supply the quantities in full, provided that the value of such excess does not exceed Rs.200/- and that he considers the reasons given for such excess are satisfactory. If the value of such excess exceeds Rs.200/- the Superintendent must obtain the previous sanction of Government before complying with the requisition.

O M I T.

41. Old and obsolete forms shall wherever possible be utilised for cover and other purposes. When such forms cannot be put to any other use they shall be written off. But when otherwise utilised shall be entered as stores

33. Obsolete forms may be disposed of, in consultation with the Superintendent, Government Printing.

39. Remarks column of Appendix E. shows whether the forms supplied are free of cost or the value thereof has to be adjusted by book adjustment.

40. Cost of forms supplied to all works for which Capital and Revenue accounts have been kept should be adjusted by book adjustment.

41. Departments for which forms are to be supplied on payment are contained in Appendix I.

49. The Superintendent of Stationery shall bring to the notice of Government, any serious neglect of breach of these rules.

42. The Superintendent, Government Printing shall bring to the notice of Government, any serious neglect or breach of these rules.

Bangalore,
Dated 26th Feb. 1942.

Secretary,
Press Committee.

DRS.

Appendix A Rule 2—

LIST OF COMMON FORMS PROPOSED.

Sl. No.	Name of forms.	Size.	To be printed on one side or both.	Whether to be in book or loose sheets.	Kind of paper to be used.	Remarks.
1.	Acknowledgment card.	Post card.	Both	Pads.	Badamy Cartridge.	
2.	- do - forms.	¼ F.C.	- do -	-do-	Badamy.	
3.	Application for leave of Gazetted Officers.	½ F.C.	-do-	-do-	20 lbs. F.C.	
4.	- do - other officers.	¼ F.C.	-do-	-do-	Badamy.	
5.	Arrear list.	½ F.C.	-do-	Book of 2 Qrs.	20 lbs. F.C.	
6.	Attendance Register.	F.C.	-do-	-do-	Badamy.	
7.	Bill register.	F.C.	-do-	-do-	20 lbs. F.C.	
8.	Bundle Slips.	~~¼ & ⅛ F.C.~~	One	Pads.	Badamy.	
8(a)	Book post packets slips.	⅛ F.C.	-do-	-do-	-do-	
9.	Cash bill books.	¼ F.C.	-do-	Books.	16 lbs. F.C.	(Some books of 300 and (some of 200 leaves. ((1) two other sheets to (be perforated (2) Every (alternate sheet to be (perforated.
10.	Casual leave register.	F.C.	Both	2 Qrs.books.	Badamy.	
11.	Character books.	F.C.	-do-	-do-	20 lbs. F.C.	
12.	Character report of Gazetted officers.	½ F.C.	-do-	Booklet of 3 leaves.	-do-	
13.	- do - ~~Non-Gazetted~~ Non-Gazetted Officers.	-do-	One	Pads.	-do-	

14.	Confidential cards.	1/6 F.C.	Both	Loose	Thick card board.
15.	- do - slips.	1/16 F.C.	One	Small pads of slips.	Thin coloured paper.
16.	Covering memo for sending bills for audit or for countersignature.	½ F.C.	One	Book of 2 Qrs.	Badamy. (Triplicate to be perforated in two places.
17.	C.R.B. forms "A, B, C, D, E."	-do-	-do-	Small pads.	Badamy. Each separate.
18.	- do - "C_2, C_3, C_4".	-do-	-do-	-do-	-do- -dc-

Registers under disposal number system.

19.	General Receipt register.	F.C. folio	Both	Book of 4 Qrs.	20 lbs. F.C.
20.	Personal register.	-do-	-do-	-do- 3 "	-do-
21.	New case register.	-do-	-do-	-do- -do-	-do-
22.	Periodical register.	-do-	-do-	Books of 2 Qrs.	-do-
23.	Stock list of periodicals.	-do-	-do-	-do-	-do-
24.	Current register of petitions.	F.C. Folio	Both	-do- 4 Qrs.	-do-
25	Abstract Annears	-do-	-do-	-do- 2 Qrs	-do-
26.	~~Abstract~~ Annear list.	Please see Sl. No.5.			
27.	Disposal docket D1.	- do -	37.		
28.	- do - D2.	- do -	38.		
29.	- do - R.	- do -	36.		
30.	Call book.	F.C. Folio	Both	Books of 2 Qrs.	20 lbs. F.C.
31.	Stock list of register.	-do-	-do-	-do- 3 "	- do -
32.	Record issue register.	- do -	-do-	-do- 4 "	- do -

33. Record keeper's circular.	F.C.folio	Both.	Books of 2 Qrs.	20 lbs. F.C.
34. "N" Reference slips.	¼ F.C.	One	Pads.	Badamy.
35. Index slips.	-do-	-do-	-do-	Cartridge.
36. "R" Disposal covers.	F.C.	Both	-do-	Thick cartridge.
37. "D1" Disposal.	½ F.C.	One	-do-	Badamy.
38. "D2" -do-	-do-	-do-	-do-	-do-
39. Docket forms (big).	-do-	-do-	-do-	20 lbs. F.C.
40. - do - (small).	¼ F.C.	-do-	-do-	-do-
41. D.O. covers (square).)	In three sizes, ordinary, square and oblong.			
42. - do - (oblong))				
43. Draft for approval (big)	½ F.C.	One	pads.	Badamy.
44. - do - (small)	¼ F.C.	-do-	-do-	-do-
45. Letter form (big).	½ F.C.	-do-	-do-	-do-
46. - do - (small).	¼ F.C.	-do-	-do-	-do-
47. Draft for approval slips.	1/32 F.C.	-do-	Pads of slips.	-do-
48. Disallowance memo form.	¼ F.C.	-do-	Pads.	-do-
49. Early cards.	1/6 F.C.	Both	Single	Thick card board.
50. Early slips.	Same as No.47.			
51. Economy slips.	⅛ F.C.	One	Pads.	Any kind of ordinary paper.
52. Endorsement cards(Kan.)	Post card	Both	-do-	Thick badamy cartridge.
53. - do - (Eng.)	-do-	-do-	-do-	-do-

55. - do - (big & small) (Kan.)	-do-	-do-	-do-	-do-	
56. Flag slips.	As per sample form enclosed.				
57. Form Issue books.	Registers prescribed in the revised rules of forms.				
58. Form Stock Register.					
59. Kx From register.	F.C. folio	Both	Book in 4 Qrs.	20 lbs. F.C.	
60. Immediate cards.	Same as Sl. No.49.				
61. - do - slips.	- do - 50.				
62. Interview slips.	⅛ F.C.	One	Pads.	Badamy or 16 lbs. F.C.	
63. Memo pads.	⅛ & ¼ F.C.	-do-	-do-	-do-	
64. Blank memo counterfoil books.	⅛ F.C.	-do-	Books of 100 leaves.	-do-	(To be perforated in the (middle).
65. Memo calling for returns.	-do-	-do-	-do-	-do-	
66. Memo-randum forms.	¼ F.C.	-do-	Pads.	-do-	
67. Memo forwarding documents in triplicate.	⅛ F.C.	-do-	Books of 100 leavs.	Badamy	(To be perforated in two (places.)
68. Note forms.	-do-	-do-	Pads 50	Thick White paper.	To be ruled.
69. Note continuation sheets.	-do-	-do-	-do-	-do-	
70. Paper under disposal slips.	Same as serial No.50.				
71. Peon's book.	⅛ F.C.	Both	Books of 100 leaves.	20 lbs. F.C.	
72. Reminder forms 2 kinds.	¼ F.C.	One	Pads of 100	Badamy.	
73. Record requisition slips.	⅛ F.C.	One	-do-	Badamy or cartridge.	
74. Routine notes.	⅛ F.C.	One	-do-	Thin white paper.	
75. Record distruction register.	Blank book may be used (Note printed even now).				

76. Register of vacancies.	Blank book may be used (Not printed even now).			
77. Receipt form (for payments made) Kannada & English.	⅛ F.C.	One	Pads of 100.	Badamy.
78. Stock register of cheque book, etc.	¼ F.C.	Both	One Qr.	20 lbs. F.C.
79. Service Post card.	Same as Sl. No.1.			
80. Indent for stationery.)	Form prescribed in the revised rules may be used.			
81. - do - forms)				
82. Telegram or Telephone message confirmation books.	¼ F.C.	One	Pads.	Badamy.
83. "To" register.	½ F.C.	Both	Books of 4 Qrs.	20 lbs. F.C.
84. Urgent pads.	Same as Sl.No.49.			
85. Urgent slips.	- Do - 50.			
86. Order books.	¼ F.C.	One	Pads of 100 pages in duplicate x every alternate sheet to be perforated.	Badamy.	Thick wrapper binding.

Bangalore,
Dated 4th February 1942.

Secretary,
Press Committee.

APPENDIX B. Rule 10 (c)

GOVERNMENT

ORDER NO.A.F.6232-3/P&S.92-39-2; Maj. D.

BANGALORE, DATED 13th MAY 1940.

General rules to be followed for selecting the kind of paper to be used for printing forms, registers and other matter:-

Nature of records.	Kind of paper.
1. Registers, forms and other matter to be preserved for over 20 years.	Thick Azurelaid paper or Tub-size paper.
2. - Do - more than 10 years and up to 20 years.	Thin Azurelaid paper.
3. Registers, forms and other matter to be preserved for more than 5 years and upto 10 years.	Thin white paper.
Registers, forms and other matter to be preserved for 5 years or less.	White or Badami paper.

N.B:- The kind of paper to be used for printing educational books, etc., will be regulated as per Appendix A above.

Bangalore,
Dated 26th Feb. 1942.

Secretary,
Press Committee.

14/3/42

HRS

CYCLE OF INDENTS.

Department.	Unit of supply or name of indenting Officers.	Countersigning Officer.	Period of supply.	Latest date for receipts of indents.	Latest date of supply.	Free or charged.
1. Civil.	1) Dist. and Sessions Judges.	..	March to March.	15 November	March	Free
	2) Subordinate Judges.	..	--	--	--	--
	3) Additional Subordinate Judges.	..	--	--	--	--
	4) Munsiffs.	..	--	--	--	--
	5) Munsiff Magistrates.	..	--	--	--	--
	6) High Court.	..	--	--	--	--
2. Criminal.	1) Sessions Judges.	..	March to March	15 November	March	Free.
	2) Asst. Sessions Judges.	..	--	--	--	--
	3) District Magistrates.	..	--	--	--	--
	4) City Magistrates.	..	--	--	--	--
	5) Special First Class Magistrates	..	--	--	--	--
	6) Special Second Class Magistrates.	..	--	--	--	--
	7) Munsiff Magistrates.	..	--	--	--	--
	8) High Court.	..	--	--	--	--
3. Public Prosecutor and High Court.	1) Public Prosecutors.	..	March to March	15 November	March	Free
	2) High Court.	..	--	--	--	--
4. Insurance.	1) The Secretary, Mysore Govt. Life Insurance Dept. B'lore.	..	April to April	15 December	April	On payment (~~charged~~)
5. Excise.	1) The Excise Commissioner.	..	-do-	-do-	-do-	Free~~xxx~~
	2) The Deputy Commissioners of Excise Departments.	..				
	3) The Officer-in-charge of Distillery and Transport Arrangements, Mandya.	..				
6. Income-tax.	1) Commissioner of Income-tax.	..	-do-	-do-	-do-	Free
	2) Special Deputy Commissioner of Income-tax, Bangalore and Mysore Cities and Taluks.	..				
	3) Deputy Commissioners of Income-tax.	..				
	4) Income-tax Officer.	..				
7. ~~Municipalityx~~ Military.	1) Chief Commandant, Mysore State Troops, Bangalore.	..	-do-	-do-	-do-	-do-
	2) Hessarghatta Grass Farm.		How to How			

		..	-do-	-do-	-do-	-do-
8. Unani and Ayurvedic College Mysore and Medical School, Bangalore.	1) Principal, Unani and Ayurvedic College, Mysore. 2) Principal, Medical School, Bangalore. 3) Principal, S.K.S.J.T.Institute, Bangalore.	.. .. ..				
9. Medical.	~~1) Senior Surgeon.~~ 2. The Superintendent, Govt. Medical Stores, Bangalore.	.. ..	May to May -do-	15th Jan. -do-	May -do-	-do- -do-
10. Treasury.	1) Officer-in-charge of State Huzur Treasury, Bangalore. 2) Deputy Commissioners of Districts, Treasury Departments.	.. ..	-do-	-do-	-do-	-do-
11. Registration.	1) The Inspector-General of Registration in Mysore, B'lore. 2) The District Registrars of Districts.	.. ..	-do-	-do-	-do-	-do-
12. Mines and Explosives.	1) The Chief Inspector of Mines and Explosives in Mysore, Oorgaum.	..	June to June	15th Feb.	June	-do-
13. Geological Department.	1) The Director of Geology in Mysore, Bangalore.	..	-do-	-do-	-do-	-do-
14. Police.	1) The Inspector-General of Police in Mysore, Bangalore.	..	-do-	-do-	-do-	-do-
15. Sericulture.	1) The Superintendent of Sericulture in Mysore.	..	-do-	-do-	-do-	-do-
16. Industrial Schools.	1) The Superintendent, Govt. Industrial School, Channapatna.	Director of Industries & Commerce.	-do-	-do-	-do-	-do-
	2) The Superintendent, Govt. Weaving School, Dodballapur.	-do-	-do-			
	3) The Superintendent, Industrial School, Chickmagalur.	-do-				
	4) The Superintendent, Industrial School, Chitaldrug.	-do-				

RULES

RELATING TO SUPPLY AND ACCOUNTING OF

STATIONERY ARTICLES

Govt. Order No. A. F. 6321-4—P. & S. 44-40-4, 15th May 1942

BANGALORE:

PRINTED BY THE SUPERINTENDENT AT THE GOVERNMENT PRESS

1942

RULES FOR THE SUPPLY OF STATIONERY ARTICLES TO THE SEVERAL OFFICES AND ACCOUNTS TO BE MAINTAINED IN RESPECT OF THEM.

1. All the stationery for Public Offices will be supplied from the Mysore Government Stationery Depot at Bangalore. A list of articles supplied by the Stationery Depot showing the departments for which they are provided will be found in Appendix A. It shall be the duty of the Superintendent, Government Stationery, to bring to the notice of Government any serious instances of neglect or breach of the Rules of Stationery by any officer.

2. The Superintendent of Stationery has no authority to add to or subtract from these lists without the orders of Government.

3. All stationery articles required for use in Government offices or institutions should be obtained on indent (in Form Appendix B or C) from the Superintendent of Stationery. Local purchase of stationery articles supplied by the Stationery Depot, without the sanction of Government, is strictly prohibited.

Note.—Heads of Departments are authorised to purchase or to sanction purchase of stationery articles locally up to a limit of Rs. 20 in cases where the supply from the Depot is not received or the stock in the Stationery Depot is reported to be exhausted.

4. Indents for stationery articles shall ordinarily be made only once a year in Form Appendix B ; for small supplies Form Appendix C may be used. These forms may be obtained from the Superintendent, Government Printing, with the indents for common forms. No duplicate copy of indents need be prepared but an office copy may be kept.

5. In respect of the articles for which no standard allowance has been fixed, the indent shall ordinarily be based on the average of the actuals of the last three years (which must be given in detail in the indent) preceding that in which the indent is forwarded. No demands in

excess of the average consumption will ordinarily be complied with unless full particulars of increase of work or staff are furnished on the indent.

6. The Superintendent of Stationery shall bring to the notice of Government any instances of excessive demand or unusual expenditure which are not satisfactorily explained in the indent.

7. Each indent should contain the number of gazetted, non-gazetted, executive and ministerial officers attached to the office. Permanent and temporary posts (with period of sanction) should be given separately. As the details furnished in the statement are the only means of check in the office of the Superintendent of Stationery for regulating the supply of articles on fixed scale, accuracy in preparing the statement is essential.

8. A list of officers authorised to indent on the Stationery Depot and obtain their supplies free of charge and the officer by whom such indents are to be countersigned is given in Appendices D and E.

9. Indenting officers have to send the indents direct to the Superintendent of Stationery on or before the dates fixed for them (Appendix H). But officers whose names appear in Appendix E should send their indents through the countersigning officers noted against them.

10. Appendix F contains a list of officers who are entitled to obtain supplies from the Stationery Depot on payment (book adjustment).

11. Any other officer requiring articles from the Stationery Depot (whether on payment or free of charge) shall obtain the previous sanction of Government.

12. Charges incurred in transmitting stationery articles to several mofussil stations, as well as delivering them locally are to be met out of the contingent grants of the offices concerned. The Superintendent of Stationery is authorised in all such cases to book packets by railway "To Pay", except in the case of the Government Branch Press, Mysore, and Taluk Offices, when free supplies are made.

13. Appendix G shows a list of offices, the nearest Railway Station to which packages of stationery will be sent by the Superintendent, the cost of freight and delivery charges being borne by the respective offices, except in the case of Taluk Offices.

14. The Superintendent of Stationery is authorised to call for the stock and issue books of any office from time to time in order to satisfy himself that these books are uniformly and properly maintained and return them to the offices concerned as early as possible.

15. Annual estimates are not required, but when an unusually large consumption of any articles or paper in any particular official year is anticipated in any department the head of that department should report the circumstances to Government and with their sanction intimate not later than 1st May of the previous official year to the Superintendent of Stationery, stating the particulars of stationery articles required with quantity.

16. Appendix H indicates the details of programme of receipts of indents and supply from the Stationery Depot, and the period for which the supply is to be used in the several departments.

17. Proposals to open new offices submitted to Government for sanction should invariably include a head of expenditure under stationery articles required for use in the proposed offices.

18. Officers should be careful to indent for only as many blank books as are absolutely necessary, stating fully the purpose for which they are required.

19. The utmost care is to be exercised in preparing indents for stationery, particularly in respect of articles to be supplied periodically. It is also necessary to verify the actual stock on hand with reference to requirements included in the indents.

20. Appendices I and J contain lists of (1) articles issued on a fixed scale and (2) those that are issued for stated periods, respectively. Where the standard allowance has been fixed, nothing in excess of the standard allowance shall be indented for. Articles issued for stated periods shall not be renewed until the expiry of the period prescribed for their use and even then shall only be renewed when the old articles are returned and on a certificate signed by the indenting officer to the following effect:—

"I hereby certify that the..... included in the indent is/are required to replace..... which was/were supplied in the year ..... and

that I have personally ascertained that the ..... has/have worn out by fair usage."

In exceptional cases, when the old ones are lost after fair usage, a certificate to that effect from officers may be accepted and new ones issued by the Superintendent of Stationery.

21. Appendix K contains a list of articles which are not consumed by use and may ordinarily be expected to last for an indefinite period. No fresh supply of these articles will be made or their renewal permitted without sanction of Government.

22. Before indenting for any article mentioned in Appendices J and K, which has been lost or damaged or destroyed, a report of the fact shall be made by the officer to the Head of the Department, who will in the case of articles contained in Appendix J, investigate into the matter and fix the responsibility for the loss or damage, or recover the value of the articles and forward a copy of his order to the indenting officer for being sent along with the indent to the Superintendent of Stationery. In the case of articles contained in Appendix K, sanction of Government is necessary to replace them if the cost of lost articles is not recovered.

23. Any balance of stationery due on indents, which has not been issued by the close of the supply year for which they were indented for, shall lapse.

24. In special circumstances, supplementary indents for articles considered necessary, may be sent in Form Appendix C, through the Head of the Department with full reasons.

25. A standing list in Form Appendix L for each office to which stationery is supplied with names and quantities of articles of stationery to be supplied as per sanctioned scale shall be maintained in the Stationery Depot and may be corrected and kept up-to-date with reference to annual indents or with reference to Government orders received from time to time. This list will be the guide for passing annual indents with the least possible delay and quantities in excess of these noted in the standing lists shall on no account be supplied without special sanction of Government.

26. Supplies shall be made to all the offices in rotation in the month specified against each district noted in Appendix H.

that I have personally ascertained that the ..... has/have worn out by fair usage."

In exceptional cases, when the old ones are lost after fair usage, a certificate to that effect from officers may be accepted and new ones issued by the Superintendent of Stationery.

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26. Supplies shall be made to all the offices in rotation in the month specified against each district noted in Appendix H.

27. All old and unserviceable articles except articles of periodical supply should be sold by public auction and the proceeds credited to the head "XII (2) Other Press and Stationery receipts", the particulars being intimated to the Superintendent of Stationery.

28. The Superintendent of Stationery shall give intimation to the officers in Bangalore City of the dates on which the supplies will be issued from the Depot.

29. The officers in Bangalore will, on the date fixed for each of them, depute a responsible person to attend the Depot and to take charge of the supplies. The name and designation of the person so deputed shall be entered in the authority that may be granted to him by the head of his office to receive the supply. Objections, if any, must be made before the supplies are removed from the Depot. Bottles, boxes, etc., lent for convenience of removal of their contents from the Depot must be returned.

30. In case of mofussil offices, it is the duty of the indenting officer to send his indents on due dates direct or through the countersigning officer to the Superintendent of Stationery, who will arrange to despatch the articles and intimate the fact on or before the dates fixed for each office. Should there be any error in the address so notified or should the consignment not reach its destination in due course, the receiving officer shall, in communication with the Superintendent of Stationery, immediately take necessary steps for the correction of the mistake.

31. On arrival of the supplies, the receiving officers shall have the packages placed in a dry and properly protected place. They shall then be opened at once and the contents verified with the invoice or packing memo in the presence of the receiving officer or of some one appointed by him, who shall certify to the fact at the foot of the invoice or packing memo. The invoice or packing memo shall then be signed and immediately transmitted to the Superintendent of Stationery with details of any missing articles. The transmission of the receipt must not be delayed pending reference to the Stationery Depot regarding the short or excess delivery which should form the subject of separate correspondence.

If the weight shown in the Railway Receipt does not agree with the actual weight of the package or the package is in any way damaged, the indenting officer will take open delivery and compare the contents with the invoices. In

this case the shortage can be claimed from the Railway authorities.

Note:—The articles should be checked within five days from the date of receipt of the packages and action taken as indicated above.

32. In the unavoidable absence of the head of the office, the packages shall be opened by the Sheristedar, Manager or Head Clerk and the certificate shall be signed by the officer who supervises the opening of the packages and countersigned by the head of the office.

33. Complaints as to the quality of supplies received shall be accompanied by one average sample of the article in question duly attested by the complaining officer as being part of the supply furnished by the Stationery Office on the specified date, particulars as to the marks on the articles and on the covering of the packages being also reported. To prevent fraudulent substitution of articles other than Government supplies, such complaints can only be admitted when preferred within three days of the opening of the case or package. When the receiving officer may have reason to consider that the packing has been improperly or carelessly performed (whether actual injury has resulted therefrom or not), he may intimate the same, mentioning reasons for his opinion with suggestions for future preventions; and in cases of damage in transit, the cause thereof which may be apparent should be communicated.

34. Short receipts reported to the Superintendent of Stationery shall be noted in the register maintained in the Office of the Superintendent of Stationery under the following heads: (1) Name of article, (2) quantity, (3) cost, (4) remarks.

35. Packing cases, such as boxes or gunnies, received from the Stationery Depot shall be sold and proceeds credited to Government under "XII (2) Other Press and Stationery Receipts."

Strawboards and covers of old registers set apart for destruction should be preserved and disposed of under the instructions of the Superintendent of Stationery. Strawboards should not be cut to waste or thrown away and those used for pasting notices, printed charts, plans, sketches of trees and animals, maps and those used for files should not be discarded until they become thoroughly unfit for any use.

36. Whenever the provisions of these rules have not been strictly observed, the officer at fault shall be held responsible for the value of all articles lost or damaged on that account.

37. The articles of stationery received from the Stationery Depot should be placed in charge, under lock and key, of either the Sheristedar, the Head Clerk or the Manager of the office. Supplies to office staff should be made only on indents signed by heads of sections, who should see that there is no misuse of Government stationery.

38. Three separate books, in Form Appendix M, one showing the receipts, another showing the issue of stationery and the third showing periodical issues of stationery, shall be maintained in each office.

39. Each supply of stationery shall immediately on receipt, be entered in the Receipt Book and issues posted into it from the Issue Register every month, regularly.

40. Each item of issue entered in the issue register shall be attested by the clerk taking it. The issues shall be totalled up on the last day of each month and carried to the receipt book and balance struck. The books shall be examined and initialled once a month by the head of the office. The balance as shown in the books shall be verified with actual balance on hand once a quarter by the ministerial head, and annually in July by the head of the office. Quarterly and annual stock verification certificates should be sent by all indenting officers to the Superintendent of Stationery on or before the 5th of the month following the stock-taking. The Superintendent of Stationery will submit to Government names of offices who have failed to submit stock verification certificates on or before the end of the month in which they are due. Excess found in stock should be brought on to account and the matter intimated to the Superintendent of Stationery and the value of any deficiency should be made good immediately and the fact also intimated to the Superintendent.

41. Any wilful wastage or extravagance on the part of the subordinates using stationery which may be apparent to the Sheristedar, Manager or Head Clerk of an office should be brought immediately to the notice of the head of the office.

42. When an indenting officer finds that any article supplied by the Stationery Office has not been used or is not likely to be used for the purpose for which it was obtained or is likely to deteriorate before coming into use, he shall without delay report the matter to the Superintendent of Stationery with particulars of the date of supply and the circumstances under which it was indented for and dispose of it under the instructions of the Superintendent.

43. When an article of stationery becomes damaged or is found missing, the officer to whom it was supplied on indent shall endeavour to trace the cause of damage or loss and report the fact through the proper channel to the Head of the Department, who will investigate the matter, recover the value of the article, if the loss or damage was due to carelessness or neglect of rules, or write the value off the accounts if irrecoverable as indicated in Rule 22.

44. Exchange of stationery articles is forbidden and requisitions from officers for such exchange shall not be considered unless—

(1) the article proposed to be returned was issued from the Stationery Office for use during the year in which application is made ;

(2) it has not deteriorated since issue ;

(3) there are special grounds for the exchange, which should be stated.

45. When articles have been supplied from the Stationery Office to temporary establishments, the officer to whom they were supplied shall, before the completion of the work, forward proposals to the Superintendent of Stationery for the disposal of the articles remaining unused and the Superintendent shall issue such instructions as he may consider necessary.

46. Inter-departmental supply of stationery articles is strictly prohibited. The Superintendent of Stationery will arrange to inspect all offices to which stationery articles are supplied at least once a year and submit the report of inspection to Government, forwarding a copy thereof to Heads of Departments for information.

APPENDICES

S. M.

APPENDIX A.

(RULE 1.)

Articles supplied by the Stationery Depot and the Department for which they are provided.

	Description of articles	Department to which they are supplied	Remarks
	Stationery Articles.		
1	Steel Pen Nibs ...	General supply.	
2	Nib holders ...		
3	Needles ...		
4	Country sealing wax, 3rd grade.		
5	Sealing wax, 2nd grade ...		
6	Do 1st grade ...		
7	Candles ...		
8	White tape—skeins ...		
9	Thread white—reels ...		
10	Black ink powder ...		
11	Red ink powder ...		
12	Black lead pencils ...		
13	Copying pencils ...		
14	Thabdlak thread ...		
15	India Rubber pieces ...		
16	Typewriter ribbons to suit various kinds of machines		
17	Coloured pencils ...	Gazetted Officers and others when specially sanctioned.	
18	Blotting pads ...		
19	Scissors ...		
20	Pen knives ...		
21	Green Baize ...		
22	Officers' ink stand (wooden).		
23	Paper Weights ...		
24	Blue black ink jars ...		
25	Superior Green Baize ...	Huzur Secretary, Private Secretary, Dewan and Ministers.	
26	Ink glasses ...	General supply.	
27	Mud ink bottles ...		
28	Candle sticks ...		
29	Bakelite ink stands ...		
30	Rulers ...		
31	Gem clips ...	University Examinations, Deputy Commissioners and Executive Engineers.	
32	Cotton tags ...		

APPENDIX A—*contd.*

	Description of articles	Department to which they are supplied	Remarks
33	Gloy bottles ...	Palace and G. R. S.	
34	White tape (country) ...	Press	
35	Red do do ...		
36	Superior long cloth ...		
37	Ordinary Do ...		
38	Red tape (English) ...	Palace and G. R. S.	
39	Blue do ...		
40	Blank books of 2 quires ...	General supply	
41	Do 1 do ...		
42	Do Octavo 1 do ...		
43	File books ½ do ...		
44	Finger printing plates ...	Police and Registration Departments.	
45	Do Ink boxes ...		
46	Do Rollers ...		
47	Do Sets ...		
48	Shorthand note books ...	General supply.	
49	Shorthand pencils ...		
50	Self-inking pads of various sizes.		
51	Pad ink bottles ...		
52	Stencil ink ...		
53	Stencil Brushes ...		
54	Ink and pencil erasures ...		
55	Liquid gum in bottles ...		
56	Superior nibs like Relief, Ball-pointed, Waverly, etc.	Dewan, Ministers, Huzur Secretary and Private Secretary.	
57	Crow Quills ...	Public Works, and other Departments where the use of the articles is necessary.	
58	Mapping pens ...		
59	Metallic note-books ...		
60	Sponges ...		
61	Drawing pencils ...		
62	Drawing pins ...		
63	Artists' Glasses ...		
64	Saucers ...		
65	Sable Hair Brushes ...		
66	Colour cakes of various tints.		
	Papers.		
1	Imitation hand-made foolscap.	For printing certificates of the University, Sannads, etc.	
2	Parchment paper		
3	Real parchment sheets		

APPENDIX A—*contd.*

	Description of articles	Department to which they are supplied	Remarks
4	Tub-size, Cream Wove, double foolscap 28 lbs	To print letter forms of the Palace, Huzur Secretary, Dowan and Ministers, Secretaries to Government and certain Heads of Departments.	
5	Do double foolscap 24 lbs.		
6	Rag Vellum note paper		
7	Do covers		
8	Large ivory envelopes		
9	Do cards		
10	Imperator parchment paper		
11	Do envelopes		
12	O. T. M. note paper		
13	Do envelopes		
14	Superfine antique vellum note paper.		
15	Do envelopes		
16	Phala envelopes		
17	Baskerville Note-paper		
18	Do envelopes		
19	Carrara note paper		
20	Do envelopes		
21	Heliotrope bond paper	Press.	
22	White bond paper Dy. 18 lbs		
23	Do do 15 lbs.		
24	Coloured bond paper		
25	Asoka Blotting paper	The Palace, Huzur Secretary, Dowan and Ministers.	
26	Blotting paper, pink	General supply.	
27	T. W. paper, thick		
28	T. W. paper, thin		
29	T. W. carbon paper		
30	Ink carbon paper		
31	Pencil carbon paper		
32	Typewriting stencil paper		
33	Handwriting stencil paper		
34	Demy envelopes		
35	Rotary impression paper...	General supply.	
36	Imitation Art paper, double crown.	Press.	
37	Do royal ...		
38	Do double demy		
39	Coloured Imitation Art paper double crown.		
40	Art paper royal ...		
41	Do double crown.		
42	Do medium ..		
43	Do double demy ...		

APPENDIX A—*contd.*

	Description of articles	Department to which they are supplied	Remarks
44	Art cover paper, double crown.	Press for printing covers for Bulletins, Educational books and registers, etc.	
45	Do royal ...		
46	Do medium ...		
47	M. G. Pressings of different tints.		
48	Manilla paper quad demy...	Press.	
49	Feather-weight paper ...		
50	Kraft paper, double demy		
51	Do quad demy ...		
52	White Cartridge, royal ...	Press, Palace and for examinations for drawing purposes.	
53	Do double crown ...		
54	Badamy cartridge, demy 22 x 28—60 lbs.	Press.	
55	Do double foolscap, 28 lbs.		
56	Do royal 30 lbs. ...		
57	Do super royal 38 lbs.		
58	Brown cartridge royal, 30 lbs.	Press and General supply.	
59	Brown cartridge, double foolscap 18 lbs.	Press.	
60	Do royal 55 lbs.		
61	Do double demy 87 lbs.		
62	Do double foolscap 24 lbs.		
63	Brown cartridge 44" x 70"		
64	Do 50" x 70"		
65	Thick Brown Cartridge 18" x 25"—42 lbs.		
66	Do 17½" x 27½"—44 lbs.		
67	Straw boards of miscellaneous sizes and substances.		
68	Ivory boards ...		
69	Three-sheet paste boards...		
70	Six-sheet do ...		
71	Cloth-lined paper ...		
72	Coloured boards ...		
73	Azurelaid, royal 44 lbs ...		
74	Do medium 32 lbs.		
75	Conqueror azurelaid, royal.		

APPENDIX A—*contd.*

	Description of articles	Department to which they are supplied	Remarks
76	Azurelaid, double foolscap 26 lbs.	Press.	
77	Do double demy 48 lbs.		
78	Do medium 22 lbs. ...		
79	Do foolscap 15 lbs. ...	Courts and Press.	
80	Creamlaid draft foolscap 8 to 10 lbs.	General supply.	
81	Creamlaid foolscap, 14 lbs.	Courts and Press.	
82	Draft do 16 lbs.		
83	Creamlaid, demy 24 lbs. ...	Press.	
84	Do royal 32 lbs. ...		
85	Do double foolscap, 28 lbs.		
86	Do double foolscap, 16 lbs.		
87	Absorbo paper, foolscap 16 lbs.		
88	Badami foolscap 8 to 10 lbs	General supply.	
89	Do double foolscap 16 lbs.	Press.	
90	Badamy demy 14 lbs. ...	Press and general supply.	
91	Badami double demy 28 lbs.	Press.	
92	Badamy royal 16 lbs. ...		
93	Badami double foolscap 24 lbs.		
94	Do do 19 lbs. ...		
95	Do do 28 lbs. ...		
96	White printing double foolscap 16 lbs.		
97	Do do 20 lbs. ...		
98	Do royal 32 lbs. ...		
99	Do double crown 28 lbs.		
100	Do royal 23 lbs....		
101	Do double demy 36 lbs.		
102	Do double demy 48 lbs.		
103	Do double demy 35½ lbs.		
104	Do royal 31 lbs.		
105	Do double foolscap 28 lbs.		
106	Emergency printing double foolscap (rough) 18 lbs.		
107	White printing quad crown 72 lbs.		
108	Opaque printing paper ...		

APPENDIX A—*concld.*

	Description of articles	Department to which they are supplied	Remarks
109	H. M. F. Calender printing double crown, 36 lbs.	Press.	
110	Do foolscap, 28 lbs.		
111	Do demy, 48 lbs. ...		
112	Do quad crown 72 lbs.		
113	Coloured paper double crown.		
114	Do double foolscap 20 lbs.		
115	Do do 14 do		
116	Drawing double elephant	Public Works Department, Local Examinations and other offices where the use of the articles is necessary.	
117	Drawing imperial (S. E.)		
118	Tracing paper ...		
119	Tracing cloth ...		
120	Chequered foolscap ...		
121	Drawing section paper ...		
122	Carton drawing paper S226		
123	Do do 227		
124	Castle do 226		
125	Do do 227		
126	Cromwell tympan paper ...	Press.	
127	Foolscap envelopes ...		
128	Opaque do ...		
129	Chit envelopes ...	General supply.	

APPENDIX B.

(RULE 3)

FORM OF ANNUAL INDENTS FOR STATIONERY ARTICLES.

INDENT FOR STATIONERY FOR THE YEAR FROM THE 1ST 19 , TO THE 30TH—31ST 19

For the office of the and offices subordinate thereto

(To be filled in by the indenting officers.)

(*For instructions regarding pr eparation of indents see back of the form.*

I. I hereby certify that the stock of stationery articles has been examined on.....and

(1) that every item of stationery received up-to-date either from the Stationery Office or from any other source has been properly accounted for;

(2) that the actuals agree with the quantity shown as balances in the stock book;

(3) that no officer or other Government servant has been supplied during the period with any article in excess of the scale sanctioned for him in respect of periodical articles, and in respect of all other articles, that he has not been supplied in excess of actual requirements;

(4) that every issue has been acknowledged by the recipient in the issue book and has been made only on demand;

(5) that acknowledgment has been duly obtained for every article issued to other offices;

(6) that all balances shown in old stock books have been correctly brought forward in the new stock book;

(7) that paper is duly accounted for in the stock books in reams of 500 sheets;

(8) that no articles liable to deterioration have been kept in stock for long periods without issue; and

(9) that I have obtained similar certificates from my subordinate officers.

II. I further certify that this indent has been carefully prepared in my office with reference to the rules regarding the preparation of indents for stationery and that the stationery indented for is absolutely necessary.

Number of Gazetted Officers..... .....
Number of Non-Gazetted executive officers..... .....
Number of Non-Gazetted ministerial officers.....
Number of mutchis, etc..... .....

The exact addresses to which the articles have to be despatched { (*a*) By Railway goods to..... (*b*) By Railway parcel to.....

Number

Date

Station Nearest Railway Station.

Head of account to which the issues should be charged in the account if the cost has to be paid for .....Department.

Signature and designation.

(To be filled in by the countersigning officer.)

Countersigned. The quantities passed by me have been entered in column 11.

Number

Date

Station *Signature and designation.*

Name of article indented for as given in Appendix I	Actual consumption of the three supply years preceding that in which the indent is made			Average annual consumption as per details in columns 2 to 4	Actual consumption in the current year up to the date of indent	Balance on hand on date of indent	Probable requirements for the remaining months of the supply year	Probable opening balance of the supply year for which the indent is made	Quantity now indented for	To be filled in by the Stationery Office		Remarks
	194 .	194 .	194 .							Quantity passed by the indent branch	Quantity actually issued by stores	
	2	3	4	5	6	7	8	9	10	12	13	14
1. Azurelaid foolscap 15 lbs. ...												
2. (a) Cr. laid F'cap d/t. 10 lbs.												
(b) B. single do												
3. Brown cdge. Royal 80 lbs.												
4. Badamy Demy 14 lbs. ...												
5. Typewriting paper (thick)												
6. Do (thin) ...												
7. Do carbon paper												
8. Blotting paper ...												
9. Blank Foolscap books 2 qrs.												
10. Do Quarto 1 qr. ...												
11. Do Octavo ½ qr. ...												
12. File books ...												
13. Steel-pen nibs ...												
14. Do holders ...												
15. Needles No. ...												
16. White tape skeins ...												
17. Thread white reels ...												
18. Sealing wax sticks I Grade												
19. Candles No. ...												
20. Black ink powder packs												
21. Red do ...												
22. Black lead pencils No. ...												
23. Coloured pencils do ...												
24. Blotting pads do ...												
25. India Rubber do ...												
26. Cotton tags do ...												
27. D. O. Covers do ...												
28. Remington T. W. Ribbons												
29. Oliver do ...												
30. Underwood do ...												
31. L. C. Smith do ...												
32. Corona do ...												
33. Pencil carbon paper ...												
34. Ink do ...												
35. Shorthand note books ...												
36. Do pencils ...												
37. T. W. Stencil paper ...												
38. H. W. do ...												
39. Cyclostyle ink tubes ...												
40. Thablak thread ...												
41. Sealing wax, III grade, lb. ...												

INSTRUCTIONS FOR PREPARING THE ANNUAL INDENT FOR STATIONERY.

1. Indents should be sent to the Stationery Office strictly in accordance with the dates prescribed in the table of supply, Appendix II.

2. Articles not printed in this indent form (but included in Appendix A) to which the indenting officer is entitled should be indented for in accordance with rules and all items in the indent should be serially numbered.

3. The actual consumption of all articles in the three previous years (preceding that in which the indent is made) whether indented for or not, together with the balances on hand on the date of indent shall be shown in the columns provided for the purpose.

4. Articles supplied on a fixed scale and for stated periods and those expected to last for a number of years, should be claimed in accordance with rules.

5. The term "all articles" referred to in paragraph 3 of the instructions includes also articles supplied on a fixed scale and for specific and indefinite periods, and as such, the consumption under these should also be shown in the indent.

6. A list of surplus stocks, if there be any, should be sent along with the indent, and if not, a nil statement should be sent. For this purpose articles of stationery remaining in stock for over a year should be considered as surplus unless there be any good reason to treat them as otherwise.

7. Indents not in accordance with the above instructions and not furnished in time will not be complied with by the Superintendent of Stationery.

Date of receipt of indent by Indent Clerk. S. O. No. and date

Sanctioned as per entries in column (12) with the following remarks :—

Indent Clerk. *Supervisor.* *Sub-Asst. Supt.*

Date of receipt of indent by Store-keeper.

Names of packers deputed to pack the consignment.

Description of package

Number of packages.

1. Full bales.
2. Made-up cases.
3. Gunny bundles.
4. Other items.

No. of items supplied Balance Sl. No. in Balance Register.

Date of return of indent to the Accounts section.

Signature of Store-keeper.

Filed on

APPENDIX C.

(RULE 3).

SUPPLEMENTARY INDENT FOR STATIONERY FOR THE OFFICE OF..... .....FOR THE SUPPLY YEAR ENDING WITH 194

(To be filled in by the indenting officer.)

Number.....

Date.....

* Head of account to which issues should be charged in the accounts. } .....Department.

The exact address to which the articles have to be despatched. } (*a*) By Railway parcel to.....
(*b*) By post to.....

Nearest Railway Station.

Place.....

Date..... *Signature and Designation of Indenting Officer.*

(To be filled in by the countersigning officer.)

Number

Countersigned.—The quantities passed by me have been entered in column 8 of the indent and are recommended for supply. The articles are absolutely necessary for use before the date fixed for compliance with the next annual indent and cannot be spared either from my own stock or from that of any other office under my control. I consider the explanation given for the failure to make proper provision in the last annual indent satisfactory/unsatisfactory and due notice has been taken of the conduct of the officer responsible.

Station..... Signature.....

Date..... ..... Designation.....

* To be filled up in the case of paying departments.

Nomenclature of the article according to Appendix A.	Quantity on hand at the beginning of the supply year	Quantity received for the supply year	Total of columns 2 and 3	Actual expenditure up-to-date	Quantity now claimed	Explanation for the demand with reference to rules	Quantity passed by the countersigning officer	To be filled in by the Stationery Office		Remarks
								Quantity passed by the Indent Branch	Quantity actually issued by Stores	
	2	3	4	5	6	7	8	9	10	11

Station .....

Date .....

Signature and Designation.

Date of receipt of indent by the Indent clerk. S. O. No. and date.

Previous indent No. Date of receipt of reply.

Sanctioned as per entries in column 9, with the following remarks :—

Indent Clerk. *Supervisor.* *Sub-Asst. Supdt. of Stationery.*

Date of receipt of indent by Store-keeper. Names of packers deputed to pack the consignment.

Description of package Number of packages.

1. Full bales.
2. Made-up cases.
3. Gunny bundles.
4. Other items.

No. of items supplied Balance Sl. No. in Balance Register.

Date of return of indent to the Accounts section. *Signature of Store-keeper.*

Filed on

APPENDIX D.

(RULE 8)

List of offices entitled to obtain stationery free of charge.

I. GENERAL ADMINISTRATION.

General and Revenue Secretariat, Bangalore.
Secretary, Representative Assembly and Legislative Council, Bangalore.
Kannada Translator to Government, Bangalore.
Secretary, Mysore Traffic Board, Bangalore.
Secretary, Stores Purchase Committee, Bangalore.
Public Service Commissioner, Bangalore.
Secretary to the Board of Management, Mysore Local Service and Pleaders' Examinations, Bangalore.

II. REVENUE.

Revenue Commissioner in Mysore, Bangalore.
Deputy Commissioners of Districts.
Revenue Assistant Commissioners and Sub-Division Officers.
Amildars and Deputy Amildars.
Muzrai Commissioner in Mysore.
Special Land Acquisition Officers.

III. JUDICIAL.

Registrar, High Court of Mysore, Bangalore.
District and Sessions Judges.
District Magistrates.
Subordinate Judges.
City Magistrates.
Special Magistrate, Kolar Gold Fields.
Munsiffs.
Advocate-General.
Public Prosecutors.
Special First Class Magistrates.
Special Second Class Magistrates.
Benches of Honorary Magistrates.

IV. JAILS.

Inspector-General of Prisons.
Superintendents of Jails.
Officers (District Magistrates) in charge of Lock-ups.

V. POLICE.

Inspector-General of Police.
Special Superintendent of Police, Kolar Gold Fields.
Principal in charge of Police Training School, Bangalore.

VI. SURVEY.

Superintendent, Mysore Revenue Survey and Settlements.
Superintendent, Mysore Revenue Survey, Record of Rights.

VII. ACCOUNTS.

Comptroller to Government, Bangalore.
Deputy Commissioners, Treasury Departments.
Local Audit Circle Officers.

VIII. PALACE.

Private Secretary to His Highness the Maharaja of Mysore, Mysore.
Huzur Secretary to His Highness the Maharaja of Mysore, Mysore.
Superintendent, Government House, Mysore.
Superintendent, Fern Hill Palace.

IX. PUBLIC WORKS.

Chief Engineer of Mysore, Bangalore.
Chief Engineer, Krishnarajasagar Works, Bangalore.
Superintending Engineers.
Executive Engineers.

X. FOREST.

Chief Conservator of Forests in Mysore, Bangalore.
Conservator of Forests, Shimoga.
District Forest Officers.
Forest Sub-Division Officers.
Officer in charge of Forest Researches.
Officer in charge of Working Plans and Forest Surveys, Bangalore.
Officer in charge of Wood Preservation Plant, Bhadravati.
Officer in charge of Government Saw Mills, Timber Depots and Sandal Koti.
Officer in charge of Elephants.

XI. EXCISE.

Excise Commissioner in Mysore, Bangalore.
District Excise Officers.
Assistant Commissioners, Excise Branch.
Officer in charge of Distillery and Transport, Mandya.

XII. STAMPS.

Commissioner of Stamps in Mysore, Bangalore.
Superintendent of Stamps, Bangalore.
Superintendent of Stamp Manufactory, Bangalore.

XIII. MEDICAL AND PUBLIC HEALTH.

Senior Surgeon in Mysore, Bangalore.
Director of Public Health in Mysore, Bangalore.
Chief Medical Officer, Women's Hospital, Bangalore.
Sanitary Engineer, Bangalore.
Superintendent, Government Medical Stores, Bangalore.
Superintendent, Mental Hospital, Bangalore
Medical Officer in charge of Victoria Hospital, Bangalore.
Medical Officer in charge of Krishnarajendra Hospital, Mysore.
District Medical Officers.
Superintendent, Vaccine Institute, Bangalore.
Lady Medical Officer, Cheluvamba Hospital for Women, Mysore.
Lady Medical Officer in charge of Maternity Hospital, Robertsonpet.

Lady Medical Officer in charge of Vani Vilas Maternity Hospital, Bangalore.
Superintendent, Minto Ophthalmic Hospital, Bangalore.
Medical Officers in charge of Jails, Bangalore and Mysore.
District Health Officers, Mysore and Shimoga.
Medical Officer, Princess Krishnajammanni Sanatorium, Mysore.
Medical Officer, E. D. Hospitals, Bangalore, Mysore and Kolar Gold Fields.
Medical Officer, Mysore State Troops Station Hospital, Bangalore.
Medical Inspector of Schools, Mysore.
Chief Medical Inspector of Government Schools and Colleges, Bangalore.
Health Officers in charge of Malaria Control Units.
Superintendent, Public Health Institute, Bangalore.

XIV. EDUCATION.

Director of Public Instruction.
Financial Assistant to the Director of Public Instruction.
Deputy Director of Elementary Education in Mysore, Bangalore.
Deputy Directors of Public Instruction, Bangalore and Mysore.
District Educational Officers.
Head Masters of Government High Schools.
Head Mistresses of Government Girls' High Schools.
Assistant Inspectors of Education (Kannada and Urdu).
Assistant Inspectresses of Hindustani Girls' Schools, Mysore and Bangalore.
Principal, Government Training College, Mysore.
Superintendent, Women's Training College, Mysore.
Assistant Inspector of Sanskrit Schools.
Medical Inspectors of Primary Schools, Bangalore and Mysore.
Superintendent of Practical Instruction, Bangalore.
Secretary, Local Examinations Boards, Bangalore.
Secretary, Commercial Examinations Board, Bangalore.
Principals, Sanskrit College, Bangalore and Chamarajendra Sanskrit College, Mysore.
Secretary, Board of Sanskrit Studies, Mysore.
Head Mistress, Zanana Home Industries Institute, Channapatna.
Principal, Government Ayurvedic and Unani College, Mysore.
Head Masters, District Normal Schools.
Head Master, School for Deaf and Blind Boys, Mysore.
Warden, Central Adikaranataka Institute, Mysore.

XV. GEOLOGICAL.

Director of Geology.
Chief Inspector of Mines and Explosives in Mysore, Oorgaum.
Superintendent, Government Chrome Mines, Bangalore.

XVI. REGISTRATION.

Inspector-General of Registration in Mysore, Bangalore.
District Registrars.

XVII. INDUSTRIES AND COMMERCE.

Director of Industries and Commerce in Mysore, Bangalore.
Superintendents of Industries and Commerce.
Inspectors of Factories and Boilers.
Commissioner of Labour.
Assistant Commissioners of Labour.
District Weaving Domonstrators.
Weaving Inspector in charge of Government Weaving Institute, Bangalore.

XVIII. Co-operative Societies.

Registrar of Co-operative Societies in Mysore, Bangalore.
Deputy Registrar of Co-operative Societies, Bangalore.
Assistant Registrars of Co-operative Societies.

XIX. Income-tax.

Commissioner of Income-tax in Mysore, Bangalore.
Income-tax Officers.

XX. Agriculture.

Director of Agriculture in Mysore, Bangalore.
Senior Assistant Directors of Agriculture, Bangalore, and Kolar.
Assistant Directors of Agriculture.
Economic Botanist, Department of Agriculture, Bangalore.
Agricultural Chemist, Bangalore.
Agricultural Engineer, Bangalore.
Vice-Principal in charge of Hebbal Experimental Farm, Bangalore.
Principal, Agricultural School, Hebbal.
Entomologist, Department of Agriculture, Bangalore.
Mycologist, Department of Agriculture, Bangalore.
Agricultural Inspector, Paddy Breeding Station, Nagenhalli.
Superintendent, Irwin Canal Farm, Mandya.
Chemist, Active Carbon Unit, Mandya.
Superintendent, Irwin Canal Farm, Mandya (Jaggery Unit).
Senior Assistant Botanist, Paddy Breeding Section, Bangalore.
Fisheries Officer, Bangalore.
Assistant Director of Agriculture, Koleroga Unit, Shimoga.
Manager, Babbur Farm, Hiriyur.
Manager, Cattle Breeding Station, Ajjampur.
Agricultural Inspector, Bikli Experimental Farm, Hariharpur.
Manager, Coffee Experimental Station, Balehonnur.
Headmaster, Agricultural School, Somanahalli.
Headmaster, Ramakrishna Krishi Sala, Anekal.

XXI. Meteorological.

Meteorologist to Government, Bangalore.
Meteorological Observers.

XXII. Sericulture.

Superintendent of Sericulture in Mysore, Mysore.
Secretary, Board of Sericulture, Mysore.

XXIII. Horticulture.

Director of Horticulture, Bangalore.
Superintendent, Government Gardens, Bangalore.
Fruit Research Station, Hessarghatta.
Chief Marketing Officer, Bangalore.
Superintendent, Hill Stations, Bangalore.

XXIV. Veterinary.

Superintendent of Civil Veterinary and Live-Stock Department, Bangalore.
Superintendent, Serum Institute, Bangalore.
District Veterinary and Live-Stock Officers.

XXV. Military.

Chief Commandant, Mysore State Troops, Bangalore.
Commandant, Mysore Transport Corps, Bangalore.
Superintendent, Hessarghatta Grass Farm, Hessarghatta.
Superintendent, Government Stud Farm, Kunigal.

XXVI. Joint-Stock Companies.

Registrar of Joint-Stock Companies in Mysore, Bangalore.

XXVII. Museum.

Superintendent, Government Museum, Bangalore.

XXVIII. Miscellaneous.

Superintendent, Government Stationery Depot, Bangalore.
Superintendent, Government Printing, Bangalore.
Superintendent, Government Book Depot, Bangalore.
Assistant Superintendent, Government Branch Press, Mysore.
Organising Commissioner, Boy Scouts of Mysore, Bangalore.
Secretary, Girl Guides Association, Bangalore.
Commissioner for Workmen's Compensation, Bangalore.
Government Architect, Bangalore.
Census Superintendent in Mysore, Bangalore.
Director of Archæological Researches in Mysore, Mysore.
Veda Maha Patasala, Bangalore.

APPENDIX E.

(RULE 8)

Names of officers whose indents require countersignature.

Department	Office	Countersigning Officer.
Revenue ...	Assistant Commissioners and Sub-Division Officers.	Deputy Commissioners.
	Amildars, Deputy Amildars of Taluks and Sub-Taluks.	
	Land Acquisition Officer (Spl.)	
Survey ..	Assistant Superintendents of Survey, District Survey Officers	Superintendent of Land Records.
Forest ...	District Forest Officers, Working Plan Officer, (Officer in charge of Elephants) Game Preserves Officer.	Chief Conservator of Forests.
Income-tax ...	Assistant Commissioners of Income-tax, Bangalore and Mysore Cities and Sub-Divisions.	Special Deputy Commissioner of Income-tax or Deputy Commissioners of Districts.
Excise ...	District Excise Officers, Distillery Officers.	Deputy Commissioners.
Stamps ...	Superintendent of Stamps and Stamp Manufactory.	Commissioner of Stamps.
Palace ...	Government House, Superintendent, Fern Hill Palace.	Private Secretary to H. H. the Maharaja.
Accounts ...	District Treasury Officers ...	Deputy Commissioner in charge.
Muzrai ...	Vedamahapatasala ...	Muzrai Commissioner.
Stationery and Printing.	Government Branch Press, Mysore.	Superintendent, Government Printing.
Judicial ...	Sub-Judges, Munsiffs, City Magistrates; First Class, Second Class and Third Class Magistrates' Courts including Bench and Village Munsiffs' Courts.	Registrar, High Court of Mysore.
Jail ...	District Jails and Lock-ups ...	District Magistrates.
Police ...	District Superintendents and Assistant Superintendents of Police including Reserve and Railway.	Inspector-General of Police.

APPENDIX E—*concld.*

Department	Office	Countersigning Officer
Medical ...	Superintendent, Medical Stores; Superintendent, Mental Hospital; District Medical Officers; Chemical Examiner, P.K.T.S., Mysore; E. D. Hospitals, Mysore, Bangalore and K. G. F. Medical Inspector of Schools.	Senior Surgeon.
Public Health ...	District Health Officers; Superintendent, Vaccine Institute; Officers in charge of Health Training Centres; Superintendent, Public Health Institute; Technical Officer, Vital Statistics.	Director of Public Health.
Education ...	Financial Assistant to the D. P. I; Deputy Directors of Public Instruction; District Educational Officers; Head Masters of High Schools; Head Mistresses of Girls' High Schools; Secretary, Local Examinations Boards.	Director of Public Instruction in Mysore, Bangalore.
	Secretary, Commercial Examinations Board.	
	Assistant Inspectors of Education; Principals, Sanskrit Colleges.	
	Assistant Inspectresses of Hindustani Schools.	
Agriculture ...	Senior and Assistant Directors of Agriculture Agricultural Institutions. All other Subordinate Offices of the Department.	Director of Agriculture in Mysore, Bangalore.
Horticulture ...	Superintendent of Government Gardens; Superintendent, Government Museum.	Director of Horticulture.
Industries and Commerce.	Officers of the Sericulture Department.	Director of I. & C.
	All Subordinate Officers of the Department.	Do
Co-operation ...	Deputy and Assistant Registrars.	Registrar of Co-operative Societies.
Military ...	Cavalry and Infantry Units, Transport Corps, Hessarghatta Grass Farm, Stud Farm, Military Stores.	Chief Commandant
Palace ...	Superintendent, Fern Hills ...	Huzur Secretary.
Meteorological ...	Observers ...	Superintendent of Meteorology.

APPENDIX F.

(RULE 10)

List of departments and offices entitled to obtain stationery on payment (book adjustment).

1. Mysore University.
2. Mysore Government Life Insurance Department.
3. Electrical Department.
4. All Factories and Commercial concerns of the Industries and Commerce Department.
5. The Bhadravati Iron and Steel Works.

Miscellaneous Offices like.—

6. Palace.*
7. Education Department.†
8. Local Boards and Municipalities and such other offices and institutions as may be specially included.
9. Military Department.‡
10. Village Panchayet work in Taluk Offices and Record of Rights work in Taluk and Sub-Registry Offices.
11. Exhibition Committee.

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*For stationery supplied to the Huzur Secretary to His Highness the Maharaja.

†For stationery supplied for Local Examinations only.

‡This includes ll offices of the Military Department except those mentioned in Appendix D.

APPENDIX G.

(RULE 13.)

List showing the names of nearest Railway Stations to which the packages of Stationery are booked.

Sl. No.	Name of office	Railway station to which consignments of stationery are to be booked
	KADUR DISTRICT.	
1	The Deputy Commissioner, Kadur District, Chikmagalur.	Chikmagalur Out Agency.
2	Do Excise Branch do ...	Do
3	Do Income-tax do ...	Do
4	The Assistant Commissioner do ...	Do
5	The Sub-Division Officer, Excise Branch do ...	Do
6	The District Magistrate, Kadur District do ...	Do
7	Do in-charge of Lock-ups do ...	Do
8	The Assistant Commissioner of Income-tax do ...	Do
9	The District Registrar, Kadur District do ...	Do
10	Do Forest Officer do ...	Do
11	The Asst. Comr., Tarikere Sub-Division, Tarikere ..	Tarikere Ry. Stn.
12	The Sub-Division Officer, Excise Branch do ...	Do
13	The Sub-Assistant Conservator of Forests, Government Sandal Koti and Timber Depot, Tarikere.	Do
14	The Income-tax Officer, Tarikere Sub-Division, Tarikere.	Do
15	The District Medical Officer, Kadur District, Chikmagalur.	Out Agency, Chikmagalur.
16	The Munsiff, Narasimharajapura ...	N. R. Pura
17	The Chairman, Debt Conciliation Board, Tarikere ...	Tarikere Ry. Stn.
18	Do do Chikmagalur ...	Chikmagalur Out Agency.
19	The Assistant Inspector of Urdu Education do ...	Do
20	Do of Education Kadur ...	Kadur Ry. Stn.
21	Do do Chikmagalur.	Out Agency
22	Do Narasimharajapura ...	N. R. Pura
23	The District Educational and E. E. Officer, Kadur District, Chikmagalur.	Chikmagalur Out Agency.
24	The Head Master, Government High School do ...	Do
25	The Supt. Govt. Industrial School, Chikmagalur ...	Do
26	The Assistant Sanitary Inspector, Malaria Control Unit, Sakrepatna.	Kadur Ry. Stn.
27	The Manager, Cattle Breeding Station, Ajjampur ...	Ajjampur Ry. Stn.
28	The Health Officer, Station for the Study of Malaria, Mudgere.	Kadur
29	The Tester of Weights and Measures, Kadur District, Chikmagalur.	Chikmagalur Out Agency.
30	The Chairman, Bench Magistrate's Court, Chikmagalur.	Do
31	The Munsiff, Chikmagalur ...	Do

APPENDIX G.—*contd.*

Sl. No.	Name of office	Railway station to which consignments of stationery are to be booked
	KADUR DISTRICT—*concld.*	
32	The Special Second Class Magistrate, Tarikere ...	Tarikere Ry. Stn.
33	Do First Class Magistrate and Sub-Judge, Chikmagalur.	Out Agency, Chikmagalur.
34	The Executive Engineer, Kadur Division, Chikmagalur.	Do
35	The Assistant Director of Agriculture do ...	Do
36	The Deputy Commissioner, Treasury Department, Chikmagalur.	Do
	CHITALDRUG DISTRICT.	
1	The Deputy Commissioner, Chitaldrug ...	Chitaldrug
2	Do Excise Branch, Chitaldrug ...	Do
3	Do Income-tax do ...	Do
4	The Revenue Sub-Division Officer do ...	Do
5	The Assistant Commissioner, Davangere Sub-Division, Davangere.	Davangere
6	The Assistant Commissioner of Income-tax, Chitaldrug Sub-Division, Chitaldrug.	Chitaldrug
7	The District Treasury Officer, Chitaldrug ...	Do
8	The Income-tax Officer, Davangere ...	Davangere
9	The District Registrar, Chitaldrug District, Chitaldrug.	Chitaldrug
10	Do Medical Officer do ...	Do
11	The Deputy Commissioner, Rural Water Supply Section, Chitaldrug.	Do
12	The District Forest Officer do ...	Do
13	The Tester of Weights and Measures do ...	Do
14	The Executive Engineer do ...	Do
15	The Meteorological Observer do ...	Do
16	The Munsiff do ...	Do
17	The Munsiff, Davangere ...	Davangere
18	The First Class Magistrate, Davangere ...	Do
19	Do Chitaldrug ...	Chitaldrug
20	The Second Class Magistrate do ...	Do
21	The District Lock-up Officer do ...	Do
22	The Superintendent, Government Industrial School, Chitaldrug.	Do
23	The Assistant Inspector of Education, Davangere ...	Davangere
24	Do Urdu Education, Chitaldrug.	Chitaldrug
25	Do Education, Hosdurga ...	Hosdurga Road Ry. Stn.
26	Do do Challakere ...	Chitaldrug
27	Do do Chitaldrug ...	Do
28	The District Educational and Elementary Education Officer, Chitaldrug.	Do

APPENDIX G.—*contd.*

Sl. No.	Name of office	Railway station to which consignments of stationery are to be booked
	CHITALDRUG DISTRICT—*contd.*	
29	The Head Master, Government High School, Davangere.	Davangere
30	Do Chitaldrug.	Chitaldrug
31	The Health Officer, Malaria Station, Hiriyur ...	Do Ry. Stn.
32	The District Sanitary Officer, Chitaldrug ...	Do
33	The Manager, Babbur Farm, Hiriyur ...	Do
34	The Assistant Director of Agriculture, Chitaldrug ...	Do
35	The District Magistrate do ..	Do
36	The Assistant Sanitary Inspector, Guinea Worm Unit, Chitaldrug.	Do
37	The Executive Engineer, Chitaldrug (for the use of the New Parasuramapur Sub-Division.)	Do
	SHIMOGA DISTRICT.	
1	The Deputy Commissioner, Shimoga District, Shimoga.	Shimoga
2	Do Excise Branch do ...	Do
3	Do Income-tax do ...	Do
4	The District Treasury Officer do ...	Do
5	The Assistant Commissioner, Shimoga Sub-Division, Shimoga.	Do
6	Do of Income-tax do ...	Do
7	The District Magistrate, Shimoga Division do ...	Do
8	Do Registrar, Shimoga District do ...	Do
9	Do Forest Officer, Bhadravati do ...	Bhadravati
10	The Assistant Commissioner, Channagiri Sub-Division, Shimoga.	Do
11	The Assistant Commissioner, Sagar Sub-Division, Sagar.	Sagar
12	The District Magistrate, Bus Section, Shimoga ...	Shimoga
13	Do Forest Officer, Sagar ...	Sagar
14	The Conservator of Forests, Shimoga ...	Shimoga
15	The Executive Engineer, Anjanapur Division, Anjanapur.	Shimoga Ry. Stn.
16	The Sub-Division Officer, Income-tax Branch, Bhadravati.	Bhadravati
17	The Officer I/c of the Wood Preservation Plant do	Do
18	The District Forest Officer, Shimoga ...	Shimoga
19	The Officer I/c of Forest Training School ...	Do
20	For the use of the Officer I/c of War Board Supply, Shimoga. ...	Do
21	The Officer I/c of Government Saw Mills, Timber Depot and Sandal Koti, Shimoga.	Do
22	The Assistant Inspector of Education Shimoga ...	Do
23	Do Urdu Education ...	Do
24	Do Education, Shikarpur Range (Honnali)	Do
25	Do Tirthahalli. ...	Do

APPENEIX G.—*contd.*

Sl. No.	Name of office	Railway station to which consignments of stationery are to be booked
	SHIMOGA DISTRICT—*contd.*	
26	The Asst. Inspector of Kannada Education, Channagiri...	Holalkere
27	Do Sagar Range, Sagar ...	Sagar
28	The Head Master, Government High School, Shimoga...	Shimoga
29	The Superintendent, Intermediate College do ...	Do
30	The District Educational Officer do ...	Do
31	The Superintendent, Govt. Industrial School, Shimoga.	Do
32	The Superintendent, Government Industrial School, Sagar.	Sagar
33	The Special First Class Magistrate, Shimoga ...	Shimoga
34	The District Judge do ...	Do
35	The Special First Class Magistrate, Sagar ...	Sagar
36	The Munsiff, Shimoga ...	Shimoga
37	The Special Second Class Magistrate, Shimoga ...	Do
38	The Superintendent, Sub-Jail do ...	Do
39	The Munsiff, Sagar ...	Sagar
40	The Public Prosecutor, Shimoga ...	Shimoga
41	The Chairman, Debt Conciliation Board, Sagar ...	Sagar
42	The Deputy Commissioner, Rural Water Supply Section, Shimoga.	Shimoga
43	The Asst. Registrar of Co-operative Societies do ...	Do
44	The Superintendent of Industries do ...	Do
45	The Health Officer, Jog Falls Malaria Unit, Jog ...	Talaguppa Ry. Stn.
46	The District Health Officer, Shimoga ...	Shimoga
47	The Superintendent, Power and Lighting, Bhadravati.	Bhadravati
48	The Purchase Officer, Mysore Iron and Steel Works, Bhadravati.	Do
49	The Executive Engineer, Jog Falls Project, Hirebhasgar.	Talaguppa Ry. Stn.
50	The Assistant Director of Agriculture, Shimoga ...	Shimoga
51	The Assistant Director of Agriculture, (for the use of Koleroga Section).	Do
52	The Executive Engineer, Shimoga Division, Shimoga ...	Do
53	The Superintending Engineer, Shimoga Circle, do ...	Do
54	The Executive Engineer, Jog Falls Project, Jog ...	Talaguppa Ry. Stn.
55	The Superintending Engineer, Jog Falls Project, Hirebhasgar.	Do
	HASSAN DISTRICT.	
1	The Deputy Commissioner, Hassan District, Hassan ...	Hassan
2	Do Treasury Department do ...	Do
3	Do Excise Branch do ...	Do
4	Do of Income-tax do ...	Do
5	Do Tester of Weights and Measures, Hassan.	Do

APPENDIX G.—*contd.*

Sl. No.	Name of office	Railway station to which consignments of stationery are to be booked
	HASSAN DISTRICT—*concld.*	
6	The Deputy Commissioner I/c of Lock-ups, Hassan ...	Hassan
7	The Sub-Division Officer, Hassan Sub-Division do ...	Do
8	Do Excise Branch do ...	Do
9	Do do Saklespur.	Hassan Ry. Stn.
10	The Assistant Commissioner of Income-tax do ...	Do
11	The Income-tax Officer, Hassan ...	Do
12	The Health Officer, Malaria Control Unit, Belur ...	Do
13	The Executive Engineer, Hassan ...	Do
14	Do Project Section, No. II, Hassan.	Do
15	The Superintendent, Government Industrial School, Hassan.	Do
16	The Warden, Adikarnataka High School Hostel do ...	Do
17	The District Education Officer do ...	Do
18	The Head Master, Government High School do ...	Do
19	The Assistant Inspector of Education do ...	Do
20	Do Urdu Education do ...	Do
21	Do Education, Saklespur ...	Do
22	Do do Hole-Narsipur ...	Hole-Narsipur Ry. Stn.
23	Do Arsikere ...	Arsikere Ry. Stn.
24	The Munsiff, Hassan ...	Hassan do
25	Do Hole-Narsipur ...	Hole-Narsipur Ry. Stn.
26	The Munsiff Magistrate (*Ex-Officio* 1st Class Magistrate, Hassan.	Hassan Ry. Stn.
27	The District Magistrate do ...	Do
28	The Special First Class Magistrate do ...	Do
29	The *Ex-Officio* Special First Class Magistrate, Saklespur.	Do
30	The Chairman, Bench of Magistrates, Hassan ...	Do
31	Do Arsikere ...	Arsikere Ry. Stn.
32	Do Channarayapatna.	Hassan do
33	Do Saklespur ...	Do
34	The District Medical Officer, Hassan ...	Do
35	The District Medical and Sanitary Officer, Hassan ...	Do
36	The District Forest Officer do ...	Do
37	The Meteorological Observer do ...	Do
38	The Assistant Registrar of Co-operative Societies do ...	Do
39	The District Registrar do ...	Do
40	The Senior Asst. to the Director of Agriculture do ...	Do
	TUMKUR DISTRICT.	
1	The Assistant Commissioner, Excise Branch, Tumkur.	Tumkur
2	The Superintendent, Intermediate College do ...	Do

APPENDIX G.—*contd.*

Sl. No.	Name of office	Railway station to which consignments of stationery are to be booked
	TUMKUR DISTRICT—*contd.*	
3	The Deputy Commissioner, Tumkur District, Tumkur ...	Tumkur
4	Do Treasury Department do ...	
5	The Superintendent, Government Stud Farm, Kunigal ...	Tumkur Ry. Stn.
6	The Deputy Commissioner I/c of Lock-ups, Tumkur ...	Do
7	Do Excise Branch do ...	Do
8	The Sub-Division Officer, Excise Branch, Gubbi Sub-Division.	Do
9	The Sub-Division Officer, Tumkur Sub-Division ...	Do
10	The Assistant Commissioner, Gubbi Sub-Division ...	Do
11	Do Excise Branch, Madhugiri ...	Do
12	Do Madhugiri Sub-Division ...	Do
13	The Munsiff, Madhugiri	Do
14	The Head Master, Government High School, Tiptur ...	Tiptur
15	Do do Madhugiri ...	Tumkur Ry. Stn.
16	Do do Tumkur ...	Do
17	The Head Mistress, Empress Girls' High School, Tumkur	Do
18	The Head Master, District Normal School do ...	Do
19	The Deputy Commissioner of Income-tax do ...	Do
20	The Income-tax Officer, Tumkur Sub-Division do ...	Do
21	Do Gubbi do ...	Do
22	The District Education Officer, Tumkur ...	Do
23	The Head Master, S. K. V. D. Patasala, Chikkanhalli, Sira Taluk.	Do
24	The Assistant Inspector of Education, Tiptur Range, Tiptur.	Tiptur do
25	The Assistant Inspector of Education, Gubbi Range, Gubbi.	Gubbi do
26	The Tester of Weights & Measures (Office of the Deputy Commissioner, Tumkur).	Tumkur do
27	The Deputy Commissioner, Rural Water Supply Section, Tumkur.	Do
28	The Chairman, Debt Conciliation Board, Madhugiri ...	Do
29	The Assistant Inspector of Education, Sira Range, Sira	Do
30	Do Madhugiri Range, Madhugiri.	Do
31	The Assistant Inspector of Kannada Education, Tumkur	Do
32	Do Urdu do do	Do
33	The First Munsiff, Tumkur	Do
34	The Second Munsiff do	Do
35	The Special First Class Magistrate, Madhugiri ..	Do
36	The First Magistrate, Tumkur	Do
37	The Special First Class Magistrate, Tiptur ...	Tiptur Ry. Stn.
38	The District Magistrate, Bus Section, Tumkur ...	Tumkur
39	The Second Magistrate, Tumkur	Do

APPENDIX G.—*contd.*

Sl. No.	Name of office	Railway station to which consignments of stationery are to be booked
	TUMKUR DISTRICT—*contd.*	
40	The District Magistrate, Tumkur	Tumkur
41	The Executive Engineer do	Do
42	The District Forest Officer, Tumkur ...	Do
43	The District Medical Officer do	Do
44	The District Registrar do	Do
45	The Assistant Registrar of Co-operative Societies, Tumkur.	Do
46	The District Sanitary Officer, Tumkur ...	Do
47	The Executive Engineer, Marconahalli Reservoir Division, Marconahalli.	Do
48	The Assistant Director of Agriculture, Tumkur ...	Do
	KOLAR DISTRICT.	
1	The Deputy Commissioner, Kolar ...	Kolar
2	Do Excise Branch, Kolar ...	Do
3	Do Income-tax do ...	Do
4	Do Lock-ups do ...	Do
5	The Sub-Division Officer, Kolar ...	Do
6	The Income-tax Officer, Kolar Sub-Division do ...	Do
7	The District Registrar, Kolar ...	Do
8	The Income-tax Officer, Chikballapur ...	Chikballapur
9	Do Champion Reefs ...	Champion Reefs
10	The Tester of Weights and Measures, K. G. F. ...	K. G. F.
11	The Chief Inspector of Mines and Explosives, Oorgaum	Oorgaum
12	The Senior Assistant Commissioner, Chikballapur ...	Chikballapur
13	The Deputy Commissioner, Treasury Department, Kolar	Kolar Ry. Stn.
14	The Second Magistrate, Kolar	Do
15	The Munsiff, Chikballapur	Chikballapur
16	Do Kolar	Kolar Ry. Stn.
17	The Munsiff-Magistrate, Robertsonpet ...	Champion Reefs
18	The First Magistrate and Additional Sub-Judge, Kolar...	Kolar
19	The Special First Class Magistrate, Kolar Gold Field ...	Champion Reefs
20	Do Chikballapur ...	Chikballapur
21	The District Magistrate, Bus Section, Kolar ..	Kolar
22	The Chairman, Bench Magistrates' Court, Chintamani...	Chintamani
23	Do Malur ...	Malur
24	Do Mulbagal ...	Bowringpet or Kolar
25	The District Superintendent of Police, Detective Department, Oorgaum.	Oorgaum
26	The Warden, Adi-Dravida Hostel, Kolar ...	Kolar
27	The District Sanitary Officer, Kolar District, Kolar ...	Do
28	The Officer-in-charge, Maternity Hospital, Robertsonpet	Oorgaum
29	The District Medical Officer, Kolar Gold Field ...	Do

APPENDIX G.—*contd.*

Sl. No.	Name of office	Railway station to which consignments of stationery are to be booked
	KOLAR DISTRICT—*concld.*	
30	The Chairman, Debt Conciliation Board, Chikballapur...	Chikballapur
31	The Deputy Commissioner, Rural Water Supply Section, Kolar.	Kolar
32	The District Medical Officer, Kolar ...	Do
33	The District Forest Officer do ...	Do
34	The Superintendent, Power and Lighting, Champion Reefs.	Champion Reefs
35	The Executive Engineer, Kolar ...	Kolar
36	The Assistant Director of Agriculture, Kolar ...	Do
37	The Manager, Kolar Wool Spinning Centre, Kolar ...	Do
38	The Superintendent, Government Weaving School, Gudibanda.	Goribidnur Ry. Stn.
39	The District Education Officer, Kolar District, Kolar ...	Kolar
40	The Head Master, Government High School, Chikballapur.	Chikballapur
41	Do do Kolar ...	Kolar
42	The Assistant Inspector of Education, Bowringpet ...	Bowringpet
43	Do Chintamani ...	Chintamani
44	Do Kolar ...	Kolar
45	Do Chikballapur ...	Chikballapur
46	The Assistant Inspector of Urdu Education, Kolar ...	Kolar
47	The Commissioner for Workmen's Compensation, Champion Reefs.	K. G. F. or Champion Reefs.
	MYSORE DISTRICT.	
1	The Deputy Commissioner, Mysore District, Mysore ...	Mysore
2	The Registrar, Mysore University do ..	Do
3	The Assistant Engineer, Headquarters Range do ...	Do
4	The Director of Sandalwood Oil Factory do ...	Do
5	The District Forest Officer do ...	Do
6	The Revenue Sub-Division Officer do ...	Do
7	The Public Prosecutor do ...	Do
8	The Head Mistress, Maharani's High School do ...	Do
9	Do Zenana Normal School do ...	Do
10	The District Treasury Officer do ...	Do
11	The Assistant Commissioner, Nanjangud Sub-Division, Nanjangud.	Nanjangud
12	The Head Master, Government Marimallappa's High School, Mysore.	Mysore
13	The Assistant Inspector of Education, City Range, Mysore.	Do
14	The Executive Engineer, Lower Channels Division, Mysore.	Do

APPENDIX G.—*contd.*

Sl. No.	Name of office	Railway station to which consignments of stationery are to be booked
	MYSORE DISTRICT—*contd.*	
15	The Lady Medical Officer, Cheluvamba Hospital, Mysore	Mysore.
16	The Medical Officer, Princess Krishnajammanni Tuberculosis Sanatorium, Mysore.	Do
17	The Medical Officer, Epidemic Diseases Hospital, Mysore.	Do
18	The Assistant Inspector of Urdu Education, Mysore ...	Do
19	Do Education, Hunsur ...	Krishnarajnagar Ry. Stn.
20	The Superintending Engineer, Mysore ...	Mysore
21	The Executive Engineer, Krishnarajsagar Division, Krishnarajsagar.	K. R. Sagar
22	The Superintendent, Maharani's Women's Training College, Mysore.	Mysore
23	The Second Munsiff, Mysore ...	Do
24	The Special First Class Magistrate, Nanjangud ...	Nanjangud
25	Do Mysore ...	Mysore
26	The District and Sessions Judge do ...	Do
27	The First Munsiff do ...	Do
28	The Munsiff, Hunsur ...	K. R. S. Ry. Stn.
29	The Deputy Director of Public Instruction, Mysore ...	Mysore.
30	The Officer I/c of the Station for the Study of Malaria, Nagenahalli.	Mysore Ry. Stn.
31	The Deputy Commissioner, Excise Branch, Mysore ...	Do
32	The City Magistrate, Mysore ...	Do
33	The Officer I/c of Game and Tiger Preserves, Mysore ...	Do
34	The District Medical Officer, Mysore ...	Do
35	The Medical Inspector of Schools, Mysore ...	Do
36	The Assistant Inspector of Education, Chamarajnagar .	Chamarajnagar Ry. Station.
37	Do do Nanjangud ...	Nanjangud.
38	The District Education Officer, Mysore ...	Mysore.
39	The Principal, Government Training College, Mysore ...	Do
40	The Head Master, Government High School, Nanjangud.	Nanjangud, Belagola Ry. Stn.
41	The Superintending Engineer, Irrigation Circle, Krishnarajasagar Works.	
42	The Head Master, Maharaja's High School, Mysore ...	Mysore.
43	The Principal, Government Ayurvedic and Unani College, Mysore.	Do
44	The Commandant, III Battalion., M.I., Mysore ...	Do
45	The Assistant Inspectress of Urdu Girls' Schools, Mysore	Do
46	The Special Land Acquisition Officer, Krishnarajasagar	K. R. S.
47	The Superintendent, Government House, Mysore ...	Mysore
48	The Meteorological Observer, Mysore ...	Do

APPENDIX G.—*contd.*

Sl. No.	Name of office	Railway station to which consignments ofstationery are to be booked
	MYSORE DISTRICT—*contd.*	
49	The Health Officer, Mysore ...	Mysore.
50	The Assistant Superintendent, Government Branch Press, Mysore.	Do
51	The Director of Archæological Researches, Mysore ...	Do
52	The Principal, Maharaja's College, Mysore ...	Do
53	The Curator, Government Oriental Library, Mysore ...	Do
54	The University Librarian, Mysore ...	Do
55	The Superintendent, Chamarajendra Technical Institute, Mysore.	Do
56	The Principal, Maharaja's Sanskrit College, Mysore ...	Do
57	The Secretary, Board of Sanskrit Studies and Examinations.	Do.
58	The Secretary, Government Central Adikarnataka Institute.	Do
59	The District Registrar, Mysore District, Mysore ...	Do
60	The Income-tax Officer, Mysore ...	Do
61	The Income-tax Officer, Nanjangud ...	Nanjangud.
62	The Assistant Director of Agriculture, Mysore ...	Mysore.
63	The Commandant, Mysore Horse do ...	Do
64	Do Rifle Range Section do ...	Do
65	The Munsiff-Magistrate, Hunsur ...	K. R. S. Ry. Stn.
66	The Principal, Medical College, Mysore ...	Mysore.
67	The Superintendent, Intermediate College, Mysore ...	Do
68	The Assistant Registrar of Co-operative Societies ...	Do
69	The Superintendent, New Silk Weaving Factory, Mysore.	Do
70	The Officer I/c of Bitumen Emulsion Section, Mysore ...	Do
71	The Editor, 'Prabudha Karnataka' Office do ...	Do
72	The Medical Officer I/c, Krishnarajendra Hospital ...	Do
73	The General Superintendent, Generating Stations, Sivasamudram.	Maddur Ry. Stn.
74	The Executive Engineer, Mysore ...	Mysore.
75	The Superintendent, Power and Lighting, Mysore ...	Do
76	The Second City Magistrate, Mysore ...	Do
77	The Secretary, Board of Sericulture, Mysore ...	Do
78	The Superintendent of Sericulture do ...	Do
79	The Head Master, School for the Deaf and Blind Boys, Mysore.	Do
80	The Superintendent of Police (for the use of the Tester of Weights and Measures, Mysore).	Do
81	The Secretary, Dasara Exhibition Committee, Mysore .	Do
82	The Deputy Commissioner of Income-tax do ...	Do
83	The Tester of Weights and Measures, Kasaba Police Station, Mysore.	Do

APPENDIX G.—*contd.*

Sl No.	Name of office	Railway station to which consignments of stationery are to be booked
	MYSORE DISTRICT—*concld.*	
84	The Deputy Commissioner, Rural Water Works Police Station, Mysore.	Mysore.
85	The Manager, Badanval Spinning Circle, Badanval ...	Nanjangud Ry. Stn.
86	The Superintendent, Sri Chamarajendra Technological Workshop, Mysore.	Mysore.
87	The Sub-Assistant Conservator of Forests I/c of Sandal Koti and Wood Yard, Mysore.	Do
88	The Inspector of Factories and Boilers, Mysore ...	Do
89	The Tester of Weights and Measures, Devaraj Market, Mysore.	Do
90	The Superintendent, Government Central Adi-Karnataka School, Mysore.	Do
91	The Superintendent, Mysore Jail ...	Do
92	Do Vani Vilas Water Works (for the use of Meter Sections, Mysore).	Do
93	The Executive Engineer, Tarring Sub-Division ...	Do
94	The Agricultural Inspector, Paddy Breeding Station, Nagenhalli.	Mysore Ry. Stn.
95	The Health Officer, Rural Health Centre, Periyapatna...	Do
96	The Executive Engineer, K.R.S. Division (for the use of the newly formed Mandagere Sub-Division) ...	Belagola Ry. Stn.
97	The Assistant Commissioner of Labour, Mysore ...	Mysore.
98	The Assistant Inspector of Education, Gundlupet ...	Out Agency.
	MANDYA DISTRICT.	
1	The Deputy Commissioner, Mandya ...	Mandya.
2	The Deputy Commissioner, Treasury Department, Mandya.	Do
3	The Deputy Commissioner, Excise Branch, Mandya ...	Do
4	The Deputy Commissioner, Rural Water Supply Section, Mandya.	Do
5	The Sub-Division Officer, Excise Branch, French-Rocks.	French-Rocks.
6	The Income-tax Officer, French-Rocks Sub-Division ...	Do
7	Do Mandya ...	Mandya.
8	The Sub-Division Officer, French-Rocks Sub-Division, French-Rocks.	French-Rocks.
9	The Sub-Division Officer, Excise Branch, Mandya ...	Mandya.
10	Do Mandya Sub-Division, Mandya	Do
11	The Registrar, Mandya District, Mandya ...	Do
12	The Assistant Inspector of Education, Krishnarajpet ...	French-Rocks.
13	Do do Mandya ...	Mandya.
14	Do do Malvalli ...	Maddur Ry. Stn.

APPENDIX G.—*contd.*

Sl. No.	Name of office	Railway station to which consignments of stationery are to be booked
	MANDYA DISTRICT—*concld.*	
15	The District Education Officer, Mandya ...	Mandya.
16	The Superintendent, Irwin Canal Farm (for the use of Jaggery Boiling Unit), Mandya.	Do
17	The Superintendent, Irwin Canal Farm, Mandya ...	Do
18	The Chemist, Active Carbon Unit (Irwin Canal Farm), Mandya.	Do
19	The Head Master, Agricultural School, Somanahalli ...	Do
20	The Assistant Director of Agriculture, Mandya ...	Do
21	The District Magistrate, Mandya (for the use of the Lock-ups of Mandya and Seringapatam).	Seringapatam.
22	The Special First Class Magistrate, Mandya ...	Mandya.
23	The Munsiff, Seringapatam ...	Seringapatam.
24	The Special First Class Magistrate, Seringapatam ...	Do
25	The Munsiff, Mandya ...	Mandya.
26	The Chairman, Debt Conciliation Board, Nagamangala .	French-Rocks.
27	The Officer I/c, Distillery and Transport Arrangements...	Mandya.
28	The Health Officer, Rural Health Unit, Mandya ...	Do
29	The Special Land Acquisition Officer do ...	Do
30	The District Medical Officer do ...	Do
31	The Health Officer, Malaria Control Unit, Mandya ...	Do
32	The General Superintendent of Generation, Shimshapura (for the use of the Superintendent, Shimsha New Project).	Maddur.
33	The Executive Engineer, Irwin Canal Division (for the use of No. 4 Project Division), Mandya.	Mandya.
34	The Executive Engineer, Irwin Canal Division (for the use of No. 3 and 5 Divisions), Mandya ...	Do
35	The Executive Engineer, Irwin Canal Division, Mandya.	Do
36	The Executive Engineer, Mandya Division ...	Do
37	The Executive Engineer, Irwin Canal Construction Division, Mandya.	Do
38	The Assistant Engineer, Malaria Committee, Mandya ...	Do
	BANGALORE DISTRICT.	
1	The Assistant Commissioner, Dodballapur ...	Dodballapur Ry. Stn.
2	The Assistant Commissioner, Closepet ...	Closepet
3	The Munsiff do ...	Do
4	The Munsiff, Dodballapur ...	Dodballapur
5	Chairman, Bench Magistrates' Court, Devanhalli ...	Devanhalli
6	Do Nelamangala ...	Gollahalli Ry. Stn.
7	Do Hoskote ...	White Field Ry. Stn.
8	The Superintendent, Government Industrial School, Channapatna.	Channapatna

APPENDIX G.—*contd.*

No. Sl.	Name of office	Railway station to which consignments of stationery are to be booked
	BANGALORE DISTRICT—*concld.*	
9	The Superintendent, Government Industrial School, Nelamangala.	Gollahalli Ry. Stn.
10	The Health Officer, Health Training Centre, Closepet ...	Closepet
11	The Special First Class Magistrate do	Do
12	The Sub-Division Officer, Income-tax Branch do ...	Do
13	The Head Master, Govt. High School, Channapatna ..	Channapatna
14	The Assistant Inspector of Education, Dodballapur ...	Dodballapur
15	Do Channapatna ...	Channapatna
16	Do Nelamangala ...	Gollahalli
17	The Superintendent, Government Weaving School, Dodballapur	Dodballapur
18	The Supt. Hessarghatta Grass Farm, Hessarghatta ...	Chikbanavar Ry. Stn.
19	The Manager, Rural Welfare Centre, Closepet ...	Closepet
20	The Superintendent, Power and Lighting, Kankanhalli	Do
21	The Superintendent, Fruit Research Station, Hessarghatta	Chikbanavar
22	The Chairman, Debt Conciliation Board, Devanhalli ...	Devanhalli
23	The Manager, Rural Welfare Centre, Dodballapur ...	Dodballapur
24	The Special Land Acquisition Officer, Closepet ...	Closepet
25	The Health Officer, Health Training Centre, Closepet ...	Do
26	The Executive Engineer, Kanva Project Division, Channapatna.	Channapatna
27	The Head Mistress, Zanana House Industries Institute	Do
	LIST OF TALUK OFFICES	
	(BANGALORE.)	
1	The Amildar, Hoskote Taluk ...	White Field Ry. Stn.
2	Do Dodballapur ,, ...	Dodballapur
3	Do Nelamangala ,, ...	Gollahalli
4	Do Kankanhalli ,, ...	Closepet
5	Do Magadi ,, ...	Local delivery
6	Do Channapatna ,, ...	Channapatna
7	Do Devanhalli ,, ...	Devanhalli
8	Do Closepet ,, ...	Closepet
9	Do Anekal ,, ...	Local delivery
	(KOLAR.)	
1	The Amildar, Kolar Taluk ...	Kolar
2	Do Bowringpet ,, ...	Bowringpet
3	Do Chintamani ,, ...	Chintamani
4	Do Mulbagal ,, ...	Bowringpet
5	Do Sidlaghatta ,, ...	Sidlaghatta
6	Do Chikballapur ,, ...	Chikballapur
7	Do Bagepalli ,, ...	Do

APPENDIX G.—*contd.*

No. Sl.	Name of office	Railway station to which consignments of stationery are to be booked
	KOLAR—*concld.*	
9	The Amildar, Goribidnur Taluk ...	Goribidnur
8	Do Malur ,, ...	Malur
10	Do Srinivaspur ,, ...	Srinivaspur
11	Do Gudibanda ,, ...	Goribidnur Ry. Stn.
	(TUMKUR.)	
1	The Amildar, Tumkur Taluk ...	Tumkur
2	Do Madhugiri ,, ...	Tumkur Ry. Stn.
3	Do Chiknayakanhalli Taluk ...	Banasandra ,,
4	Do Sira Taluk ...	Tumkur ,,
5	Do Gubbi ,, ...	Gubbi ,,
6	Do Tiptur ,, ...	Tiptur ,,
7	Do Pavagada Taluk ...	Hindupur ,,
8	Do Kunigal ,, ...	Tumkur ,,
9	Do Koratagere ,, ...	Do ,,
10	Do Turvekere ,, ...	Banasandra ,,
	(MYSORE.)	
1	The Amildar, Mysore Taluk ...	Mysore
2	Do Chamarajanagar Taluk ...	Chamarajanagar
3	Do Hunsur ,, ...	Krishnarajanagar
4	Do Krishnarajanagar ,, ...	Do
5	Do Heggaddevankote ,, ...	Mysore Ry. Stn.
6	Do Gundlupet ,, ...	Gundlupet Out Agency.
7	Do Nanjangud ,, ...	Nanjangud
8	Do T.-Narsipur ,, ...	Mysore Ry. Stn.
9	Do Periyapatna ,, ...	Do
	(MANDYA.)	
1	The Amildar, Mandya Taluk ...	Mandya
2	Do Seringapatam ,, ...	Seringapatam
3	Do Malvalli ,, ...	Maddur Ry. Stn.
4	Do Krishnarajapet ,, ...	French-Rocks
5	Do Nagamangala ,, ...	Do
6	Do Maddur ,, ...	Maddur
7	Do French-Rocks ,, ...	French-Rocks
8	Do Maddur Taluk for the use of the Special Establishment of Irwin Canal Section.	Maddur
9	Do Irwin Canal Section ...	Maddur Ry. Stn.
10	Do French-Rocks Taluk (for the use of Irwin Canal Section Clerk)	Mandya Ry. Stn.
11	Do Mandya Taluk (for the use of the Special Establishment of Irwin Canal Section)	Do

APPENDIX G.—*concld.*

Sl. No	Name of office	Railway station to which consignments of stationery are to be booked.
	(HASSAN.)	
1	The Amildar, Hassan Taluk ...	Hassan
2	Do Manjarabad ,, ...	Hassan Ry. Stn.
3	Do Arkalgud ,, ...	Hole-Narsipur Ry. Stn.
4	Do Belur ,, ...	Hassan Ry. Stn.
5	Do Channarayapatna Taluk ...	Do
6	Do Arsikere ,, ...	Arsikere
7	Do Hole-Narsipur ,, ...	Hole-Narsipur
8	Do Alur ,, ...	Hassan Ry. Stn.
	(SHIMOGA.)	
1	The Amildar, Shimoga Taluk ...	Shimoga
2	Do Honnali ,, ...	Shimoga Ry. Stn.
3	Do Tirthahalli ,, ...	Do
4	Do Sorab ,, ...	C/o Amildar, Sagar
5	Do Channagiri ,, ...	Holalkere Ry. Stn.
6	Do Shikarpur ,, ...	Shimoga Ry Stn.
7	Do Kumsi ,, ...	Kumsi do
8	Do Sagar ,, ...	Sagar do
9	Do Hosnagar ,, ...	Arasalu do
	(KADUR.)	
1	The Amildar, Chikmagalur Taluk ...	Chikmagalur Out Agency.
2	Do Kadur ,, ...	Kadur
3	Do Tarikere ,, ...	Tarikere Ry. Stn.
4	Do Koppa ,, ...	Narasimharajapura Ry. Stn.
5	Do Mudgere ,, ...	Kadur Ry. Stn.
6	Do Narasimharajpura Taluk ...	N. R. Pura Ry. Stn.
	(CHITALDRUG.)	
1	The Amildar, Chitaldrug Taluk ...	Chitaldrug
2	Do Holalkere ,, ...	Do Ry. Stn.
3	Do Hiriyur ,, ...	Do do
4	Do Davangere ,, ...	Davangere
5	Do Molakalmuru ,, ...	Rayadurga Ry. Stn.
6	Do Jagalur ,, ...	Davangere
7	Do Hosdurga ,, ...	Hosdurga Road Ry. Stn.
8	Do Harihar ,, ...	Harihar Ry. Stn.
9	Do Challakere ,, ...	Holalker do

APPENDIX H.

(RULES 9, 16 AND 26.)

Rotation List of supplies of Stationery Articles bythe Stationery Depot.

No.	Offices supplied	Latest date of receipt of indent in the Stationery Office	Latest date of passing and sending it to stores	Latest date of despatch of stationery from the stores	Period for which the stationery supplied has to be used
1	Kadur District—All Offices ...	31st May	15th June	15th July	July to June
2	Chitaldrug District do ...	30th June	Do July	Do August	August to July
3	Shimoga do do ...	31st July	Do August	Do September	September to August
4	Hassan do do ...	31st August	Do September	Do October	October to September
5	Tumkur do do ...	30th September	Do October	Do November	November to October
6	Kolar do do ...	31st October	Do November	Do December	December to November
7	Mandya do do ...	30th November	Do December	Do January	January to December
8	Mysore do do ...	31st December	Do January	Do February	February to January
9	Bangalore.—All mofussil offices, Offices of Heads of Departments in Bangalore City, G.R.S., and allied offices.	31st January	Do February	Do March	March to February
10	All other offices in Bangalore City (Local) ...	15th February	28th February	15th April	April and May to March and April.
11	All Taluk Offices	31st March	15th April	15th June	June to May

APPENDIX I.

(RULE 20.)

List of stationery articles issued on fixed scale.

Sl. No.	Name of the article	Period	Gazetted Officers or Heads of Offices	Managers, etc., Auditors and Accountants	Clerks	Mutchis
1	Black lead pencils ...	Annual	4	3	3	2
2	Coloured pencils ...	Do	2	....	...	...
3	Black ink powder ...	Do	3 packets to each person	...	...	...
4	Red do ...	Do	1 packet do	...	...	...
5	Pen-holders ...	Do	2	2	2	1
6	Nibs ...	Per month	6	4	4	3
7	Blotting paper ...	Do	2 sheets	1 sheet	1 sheet	1 sheet

N.B.—(1) Black and red ink powders should not be issued to each individual but the required ink should be prepared by the office Mutchi and served out.

(2) These articles will be supplied only according to the prescribed scale and while this scale should not be exceeded in issuing them, economy is expected to be effected as far as possible.

APPENDIX J.

(RULE 20.)

List of stationery articles issued at stated intervals.

	Articles	Minimum number of years for which the articles are issued	Scale	Remarks
1.	Blotting pad	One year	For each Gazetted Officer.	Amildars to be supplied once in two years at one each.
2.	India rubber piece.	Two years	One per man	
3.	Pen-knives...	Four years	One for each Gazetted Officer.	
4.	Scissors ...	Do	One for each Gazetted Officer.	
5.	Green baize	Do	Two yards for each Gazetted Officer.	Amildars to be supplied once in six years.
6.	Ink glasses...	Five years	Two per man	
7.	Officer's ink-stand.	Once for all	One for each Gazetted Officer.	
8.	Candle stand with globe.	Four years	Four (maximum) per Office.	
9.	Finger print plates.	Five ,,	One to each office	
10.	Saucer sets	Two ,,	The required number	To be supplied to the Engineering, Railway and other Departments requiring them.
11.	Artist's glasses.	Do	Do	Do
12.	Bakelite Ink-stand.	Once for all	One for each Official.	All Offices.

APPENDIX K.

(RULE 21.)

List of stationery articles which are not consumed by use and may ordinarily be used for an indefinite period.

Sl. No.	Name	Scale
1	Wooden or Bakelite Ink stands ...	One to each official.
2	Paper weights	Two for each Gazetted Officer.
3	Rulers	One for every 6 clerks.

Note to Appendices J and K:—

(1) Four pairs of scissors and four pen-knives to each of the Secretariat, the High Court and the Comptroller to be supplied as these have several sections.

(2) All such articles as are lost or broken must be replaced at the expense of the party through whose carelessness the loss or injury may have arisen.

(3) All old and unserviceable articles should be returned to the Stationery Depot for being exchanged for new ones.

APPENDIX L.

(RULE 25.)

Standing list of stationery articles to be supplied to the office of the .....

DETAILS OF SANCTIONED ESTABLISHMENT.

1.	Number of Gazetted Officers.	
2.	Number of clerks entitled to the supply of stationery as per details opposite.	Clerks..... Accountants..... Mutchis..... Executive Officers..... ...
3.	Temporary Establishment if any (with period of sanction)	

No.	Description of articles	Average of the supply made during the past 3 years			Quantity fixed for future supply			Remarks
1	2	3			4			5
		Reams	Qrs.	Sh.	Reams	Qrs.	Sh.	

Supply complied with 194 —4 .
194 —4 .
194 —4 .
194 —4 . } For ten years.
194 —4 .
194 —4 .
194 —4 .

APPENDIX M.

Account of Receipts of Stationery in the Office of.....during the year 19 —19

Date	Sources of receipts	Writing and drafting papers										
		1 M. M. Foolscap	2 T. W. paper, thick	3 T. W. paper, thin	4 T. W. carbon paper	5 Memorandum	6 Note paper	7 Combined envelopes	8 Cream wove Foolscap, 10 lbs. (Draft)	9 Blotting paper	10 Brown Cartridge	11 Badamy Demy
		Rms. Q. S.	Rms. Q. S.	Rms. Q. S.	Rms. Q. S.	Rms. Q. S.	Rms. Q. S.	Rms. Q. S.	Rms. Q. S.	Rms. Q. S.	Rms. Q. S.	Rms. Q. S.

Miscellaneous articles																										
12 Printing Foolscap book	13 Quarto book	14 Octavo book	15 File book	16 Needles	17 White tape	18 Thread white	19 Sealing wax	20 Candles	21 Steel pen nibs	22 Holders	23 Black ink powder	24 Red ink powder	25 Black-lead pencils	26 Coloured pencils	27 Blotting pad	28 India rubber	29 Pen-knives	30 Scissors	31 Green baize	32 Glass ink bottles	33 Screw top Glass ink-bottles	34 Finger-printing apparatus	35 Ruler	36 T. W. Ribbons	37 Officer's ink-stands	38 Wooden ink-stands	39
No.	No.	No.	No.	No.	Skeins	Reels	Sticks	No.	No.	No.	Pack	Pack	No.	No.	No.	No.	No.	No.	Yds.	No.	No.	No.	No.	No.	No.	No.	No.

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